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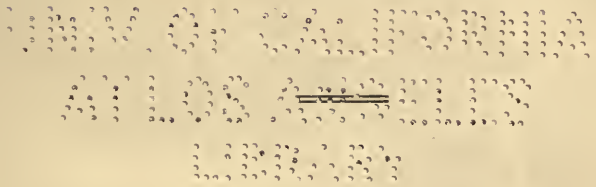

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GENERAL DIRECTIONS

The general directions which may be given the student in advance are few, as the principles introduced from time to time in the following pages will be specifically treated, when reference is made to them.

Ruled paper should always be used. Faint red lines are preferable and they should be ruled about one-half inch apart.

Every character must be carefully and correctly formed, and should never be written faster than it can be written well. Ability to write rapidly and legibly will depend upon the precision with which in the beginning each character is written.

Accuracy in writing depends upon the *direction* in which each character is written, its *length* and whether it is *light* or *heavy*. The perpendicular, slanting, and horizontal strokes should be made in the proper direction, and the curved strokes, when made heavy, should be thickened in the centre only, and should taper toward the extremities; while straight strokes are made heavy throughout, and should be made only sufficiently heavy to distinguish them from light strokes.

Either a pen or a pencil may be used, which should be held between the first and second fingers, in an almost upright position. The note-book must be kept in place with the left hand, and, when one is writing, the weight of the body should not rest upon the right arm.

Everything should be written and read over and over again. Each character, word, or principle must be learned perfectly before the next one is taken up, and nothing outside of the exercises given in connection with each lesson should be attempted. Word-signs must be reviewed daily.

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PHONOGRAPHIC ALPHABET

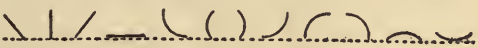
CONSONANTS				VOWELS
Phonograph	*Name*	*Direction Written*	*Sound of*	*Sound of*
	P	Downward	P as in Pope	E as in eat
	B	"	B " babe	
	T	"	T " tight	A " ate
	D	"	D " deed	
	Chay	"	CH " church	AH " arm
	J	"	J " judge	
	K	Left to right	K " kick	AW " all
	Gay	"	G " gag	
	Ray	Upward	R " roar	O " oak
	Hay	"	H " high	
	F	Downward	F " fife	OO " ooze
	V	"	V " vat	
	Ith	"	TH " path	ĭ " ill
	The	"	TH " thy	
	S	"	S " saw	ĕ " ell
	Z	"	Z " zeal	
	Ish	"	SH " she	ă " at
	Zhe	"	Z " {azure vision	
	{L Lay	Upward	L " lull	ŏ " odd
	Yay	Downward	Y " yet	
	R	"	R " roar	ŭ " us
	Way	"	W " wake	
	M	Left to right	M " maim	ŏŏ " put
	{Emp Emb	"	MP " hemp MB " ember	
	N	"	N " noun	I " ice
	{Ing Ink	"	NG " thing NK " think	
				OI " oil
				OW " owl
				U " use

PHONOGRAPHY

Phonography is based upon a scientific analysis of the sounds of the English language. The common alphabet, as being inadequate for the accurate representation of the various sounds, has been discarded and one more philosophic has been adopted,—one which provides an absolute sign for each consonant and vowel sound.

The CONSONANT signs are derived from the following geometric diagrams :

From these divisions twelve simple straight and curved lines are obtained :



These lines, made light and heavy, are arranged in pairs, the thin strokes representing the whispered sounds, and the heavy strokes the vocal or thickened sounds, as in column 1, on the opposite page.

Each consonant, whether straight or curved, is written in the direction of one of the lines in the following figures :

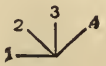


FIG. 1

FIG. 2

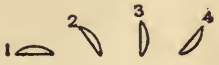


FIG. 3

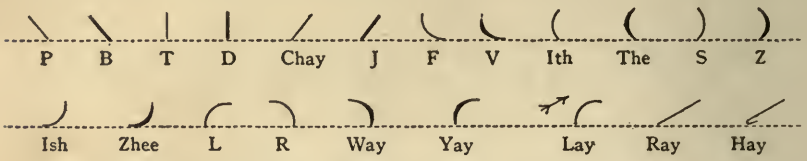
The lines in the second and fourth directions are inclined exactly midway between the horizontal and perpendicular lines in the first and third directions.

Each sign represents invariably the same *sound*, and is always written in the same direction. (See columns 2 and 3).

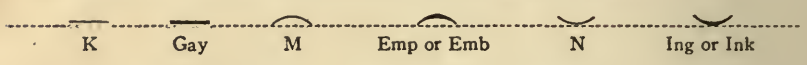
The VOWEL sounds are represented by dots and dashes placed in three positions about the consonant signs, as in column 5.

CONSONANTS

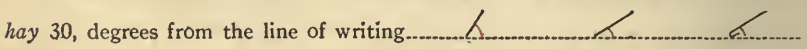
1. Upright and sloping consonants are written DOWNWARD, except *lay*, *ray*, and *hay*, which are written UPWARD.



2. Horizontal consonants are written from LEFT to RIGHT.

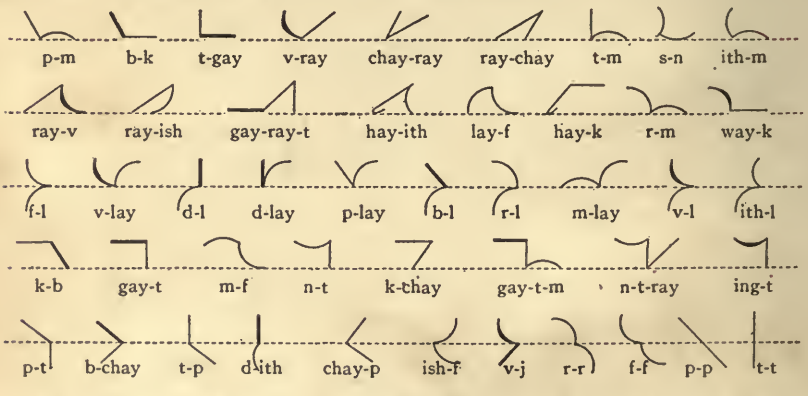


3. All strokes are made of uniform length. *Chay* slopes 60, and *ray* and *hay* 30, degrees from the line of writing.

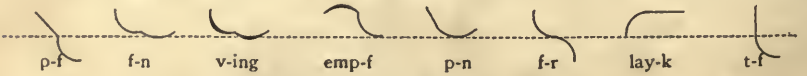


4. When consonants are combined, they are written without lifting the pen from the paper, each succeeding consonant beginning where the preceding one ends.

5. Each consonant is written in the same direction when joined to others as when standing alone. When joined, the first DOWN or UP stroke rests UPON the line. L, when standing alone, is written UPWARD.



6. Except in a few combinations, an angle is formed between a straight and a curved, and between two curved, consonants.



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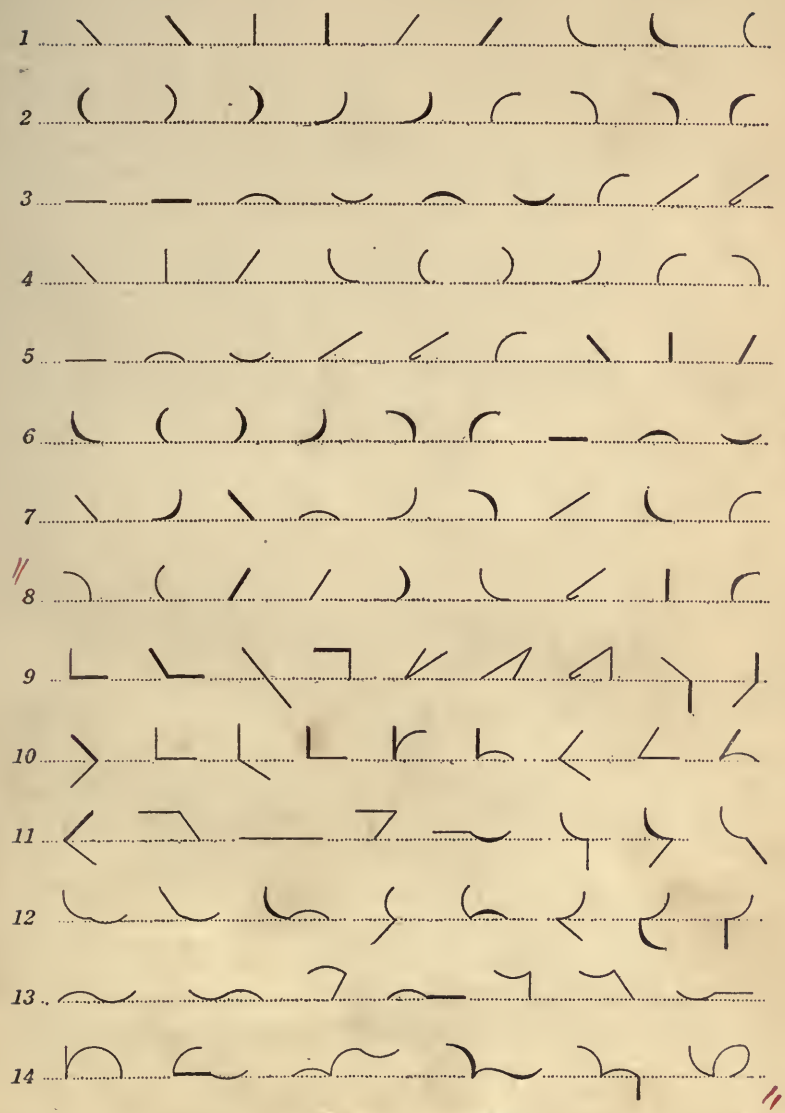
READING AND WRITING EXERCISE



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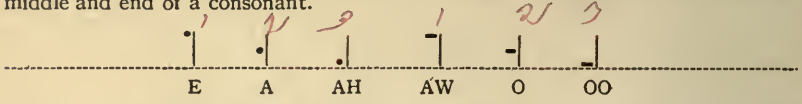
LONG VOWELS

7. The long-vowel sounds as heard in the words *heat, hate, heart, bought, boat, boot,* are represented by HEAVY dots and dashes, written at the beginning, middle and end of a consonant.



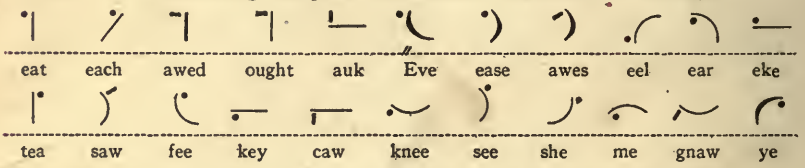
8. The sounds are called *first-place, second-place,* and *third-place* vowels. The *place* is reckoned from the *beginning* of the stroke. Dash vowels are written at *right angles* to the stroke.

9. All consonants of a word are written before placing the vowel or vowels. In stenography only the *sounds* of a word are expressed.

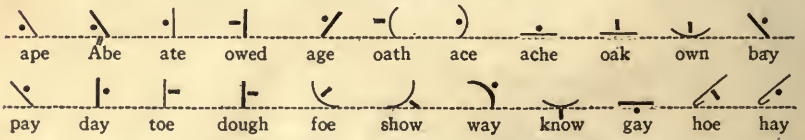
10. A vowel placed at the *left* of a downward stem, or *above* a horizontal or upward stem, is read BEFORE the stem.

11. A vowel placed at the *right* of a downward stem, or *below* a horizontal or upward stem, is read AFTER the stem.

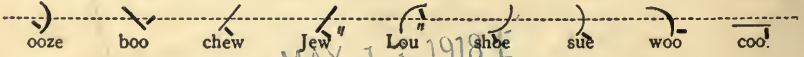
12. Words containing first-place vowels are written ABOVE the line.



13. Words containing second-place vowels are written ON the line.



14. Words containing third-place vowels are written THROUGH the line if downward or upward stems, and UNDER the line if horizontal stems.



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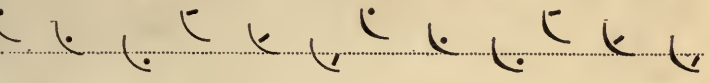
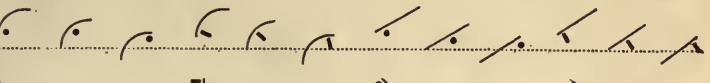
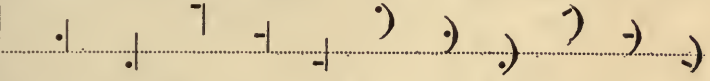
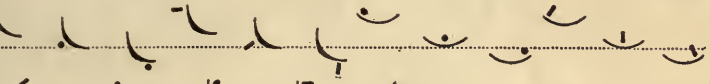
2 

3 

4 

5 

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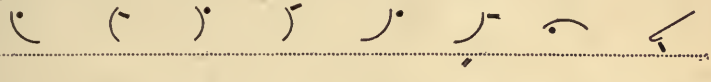
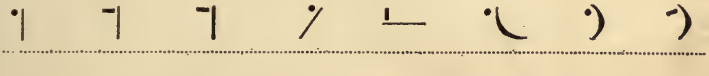
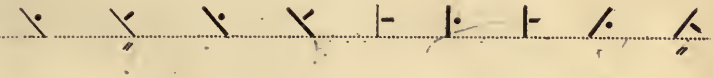
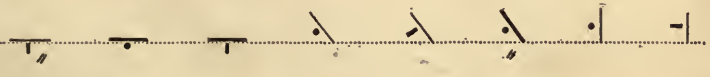
7 

8 

9 

10 

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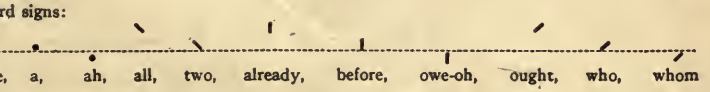
Word signs:

14 

The, a, ah, all, two, already, before, owe-oh, ought, who, whom

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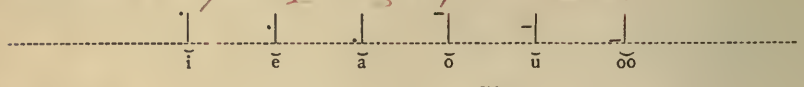
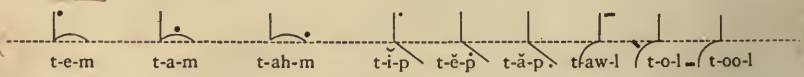
MAY 16 1918 E

SHORT VOWELS

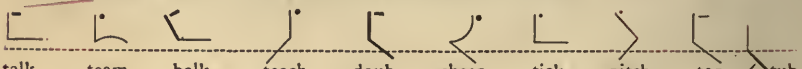
15. The six short-vowel sounds as heard in the words, *sit*, *set*, *sat*, *lock*, *luck*, *look*, are represented by light dots and dashes, and written in the same positions and governed by the same rules as the long vowels.

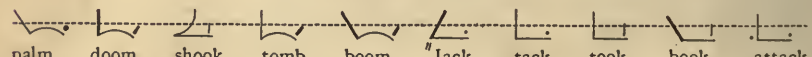


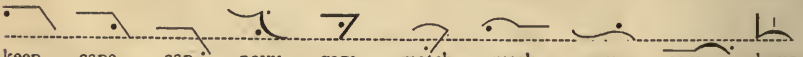
16. A first-place vowel between any two consonants is written *after* the FIRST consonant, second- and third-place vowels are written *before* the SECOND consonant.

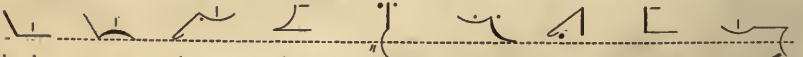


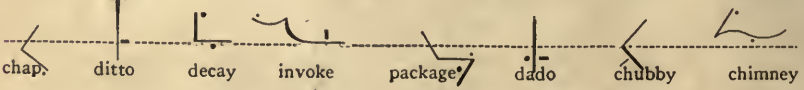
17. When words contain two or more stems, the first UPWARD or DOWNWARD stem is written in the position of the accented vowel.











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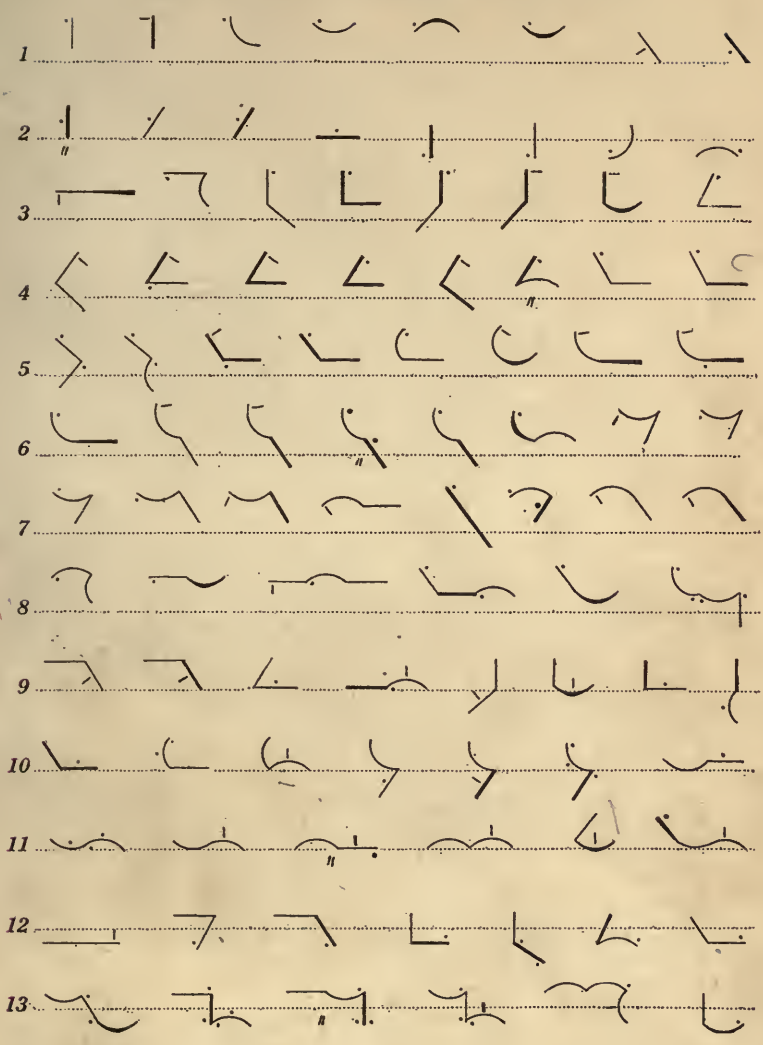
READING AND WRITING EXERCISE



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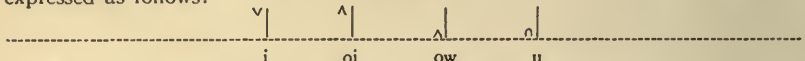
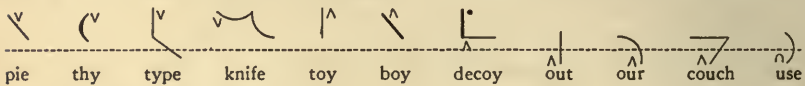
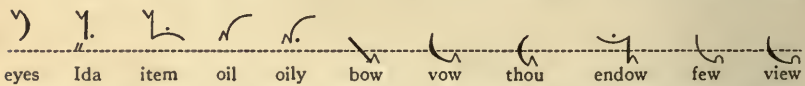
DIPHTHONGS

18. The double vowels as heard in the words *tie*, *toy*, *vow*, and *view*, are expressed as follows:

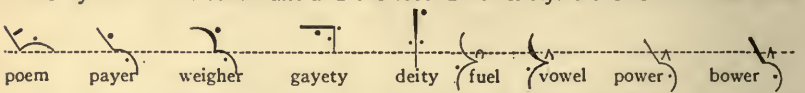


19. These signs are always written in the *same* direction, and may be joined to the stem if they form an acute angle.

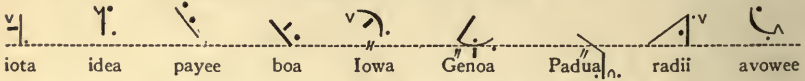




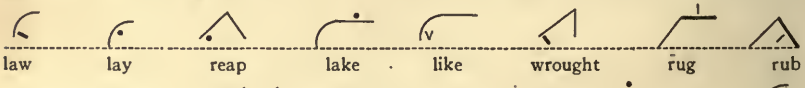
20. When two vowels are sounded between two consonants, write the first vowel *after* the first consonant and the second vowel *before* the second consonant

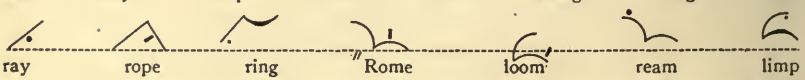


21. When two vowels either precede or follow a consonant, that vowel which is to be read next the consonant is written nearer to it.

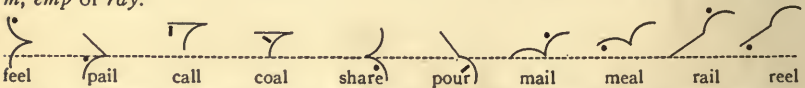


22. (a) When the SOUND of L or R begins a word, *lay* or *ray* is used, except before *m* or *emp*.

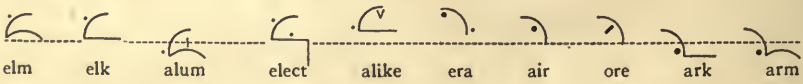


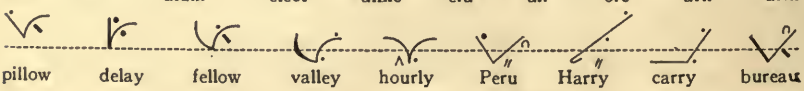


(b) When the SOUND of L or R ends a word, *l* or *r* is used, except after *m*, *emp* or *ray*.

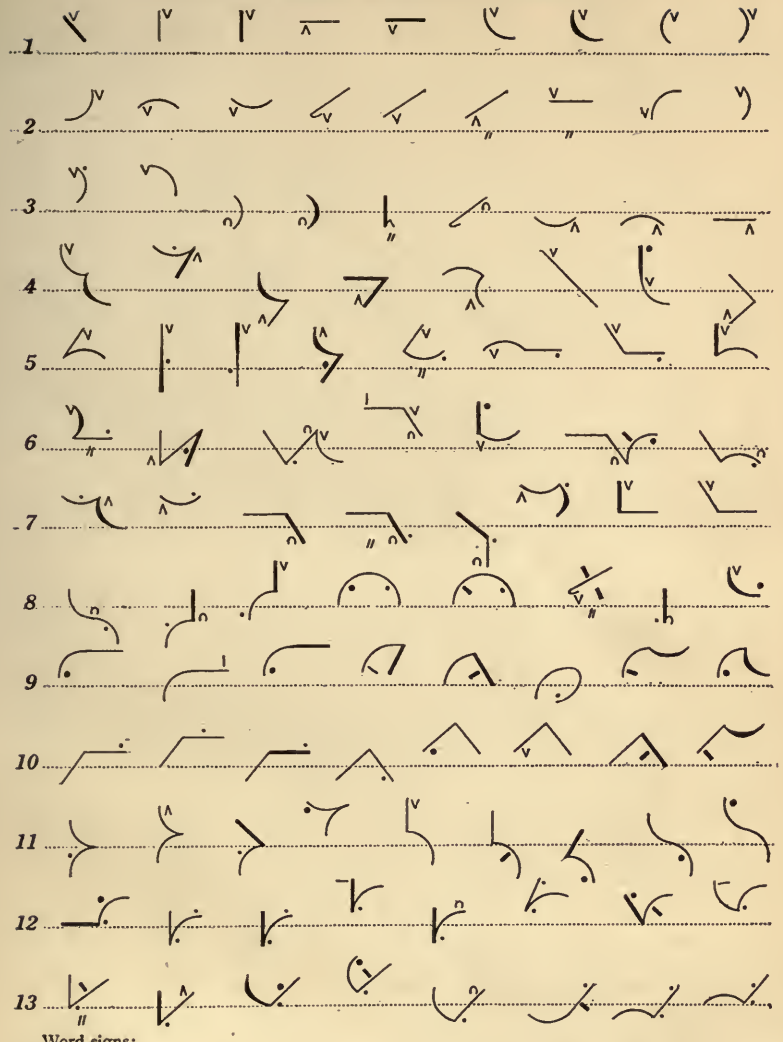


23. When the SOUND of L or R follows an initial vowel sound, *l* or *r* is used; when it precedes a final vowel sound, *lay* or *ray* is used.





READING AND WRITING EXERCISE

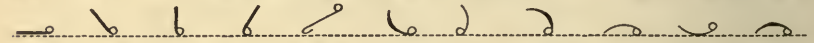


CIRCLE S OR Z

24. S and Z are also represented by a small INITIAL or FINAL circle, called *Iss*. It is written on the RIGHT-HAND side of downward *straight* strokes, and on the UPPER side of horizontal and upward *straight* strokes. It is written on the INSIDE of *curved* strokes.

It is read FIRST when it begins and LAST when it ends an outline.

iss-k iss-b iss-t iss-chay iss-ray iss-f iss-ith iss-s iss-r iss-n iss-m

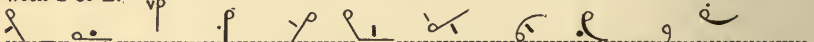


gay-iss b-iss d-iss j-iss hay-iss v-iss s-iss way-iss m-iss n-iss emp-iss

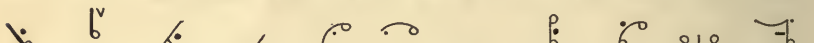
25. The circle is written on the OUTSIDE of the angle formed by straight strokes. Between a straight and a curved stroke, or between two curved strokes, it is written inside of the curve.

t-iss-k gay-iss-t chay-iss-k b-iss-f b-iss-r f-iss-n m-iss-lay

26. The circle form is used for all words that BEGIN with S, or that END with S or Z.



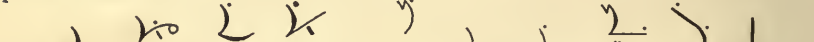
soap sake sight said such spoke sorrow slow save sash sing sank



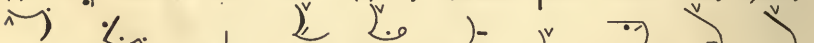
base dies chase choose less miss news stays sales suns notice

desk cask reason Cincinnati business Missouri justice succeeds

27. The stroke form is used: (a) For all words that BEGIN with Z. (b) For all words in which S or Z follows an *initial vowel* sound, or precedes a *final vowel* sound. (c) For all words in which two vowels follow an *initial* S or Z, or *precede* a final S or Z.



(a) Czar zealous zinc zero (b) icy assume acid Isaac busy daisy

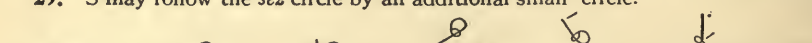


noisy agency Tasso (c) Zion science sower Siam chaos pious bias

28. The sounds of SES, SEZ, ZES, ZEZ, are represented by a circle twice the size of the *iss* circle. It is called *sez* and is used in the same way as the *iss* circle.

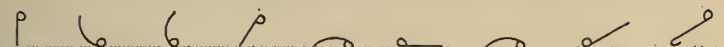
paces teases cases voices noises looses amazes sources forces successive

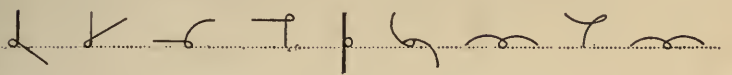
29. S may follow the *sez* circle by an additional small circle.

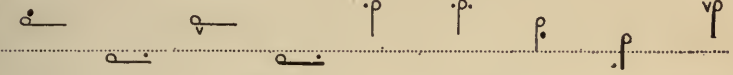


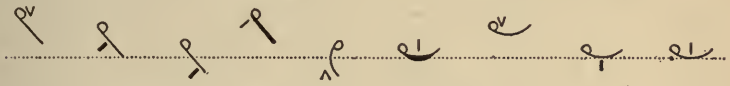
abscesses excesses successes recesses possesses dispossesses

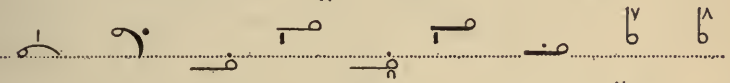
READING AND WRITING EXERCISE

1 

2 

3 

4 

5 

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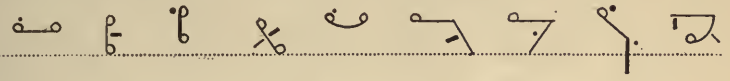
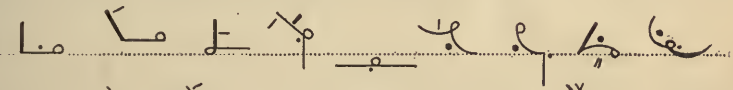
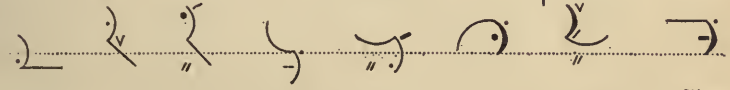
7 

8 

9 

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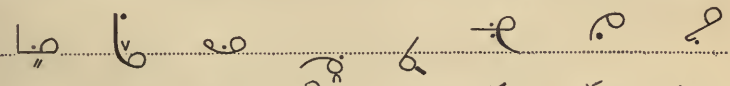
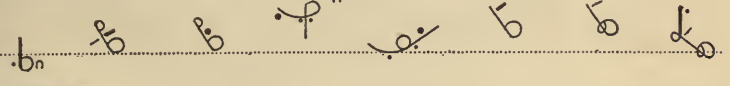
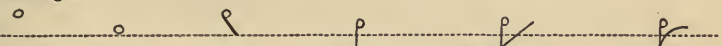
11 

12 

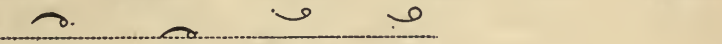
Word signs:

13 

Is-his, as-has, subject, satisfy-fied, satisfactory, satisfactorily,

14

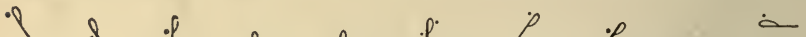
several, advertise, advertises, because, this, thus-those.

15 

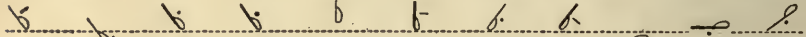
impossible-ility, improves, influence, influences,

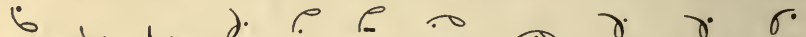
THE IST and STER LOOPS

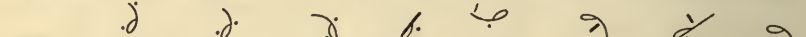
30. *St* is expressed by a small *initial* or *final* loop. It is made one half the length of the stem. It is written on the *circle side* and is governed by the same rules as apply to the *iss* circle.


steep stub state stout stood steady stitch stage stake stick

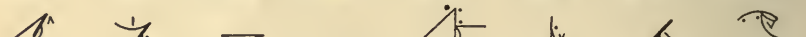
stiff staff stove stave steal stale steam stall stem stamp

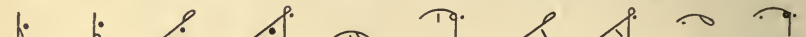

post passed best based tossed dust chest just cast guest rest


feast fast vast zest list lost missed most west waste yeast

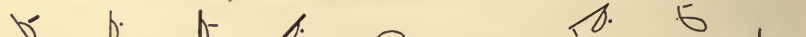

amassed assist assessed arrest jest honest store story star

destiny tallest ballast utmost tempest reduced revised refused


rejoiced unjust coolest calmest artistic testify justify mystify

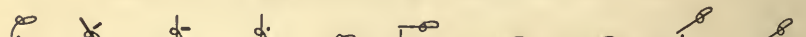

taste tasty haste hasty must musty rust rusty mist misty

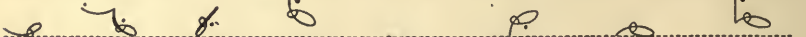
31. *Str* is represented by a large *final* loop two thirds the length of the stroke. It is treated in the same way as the final *ist* loop.

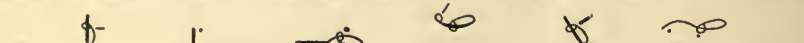

poster tester duster jester coaster castor Rochester foster vaster

lustre arrester disturb nestor Worcester imposter songster yesterday

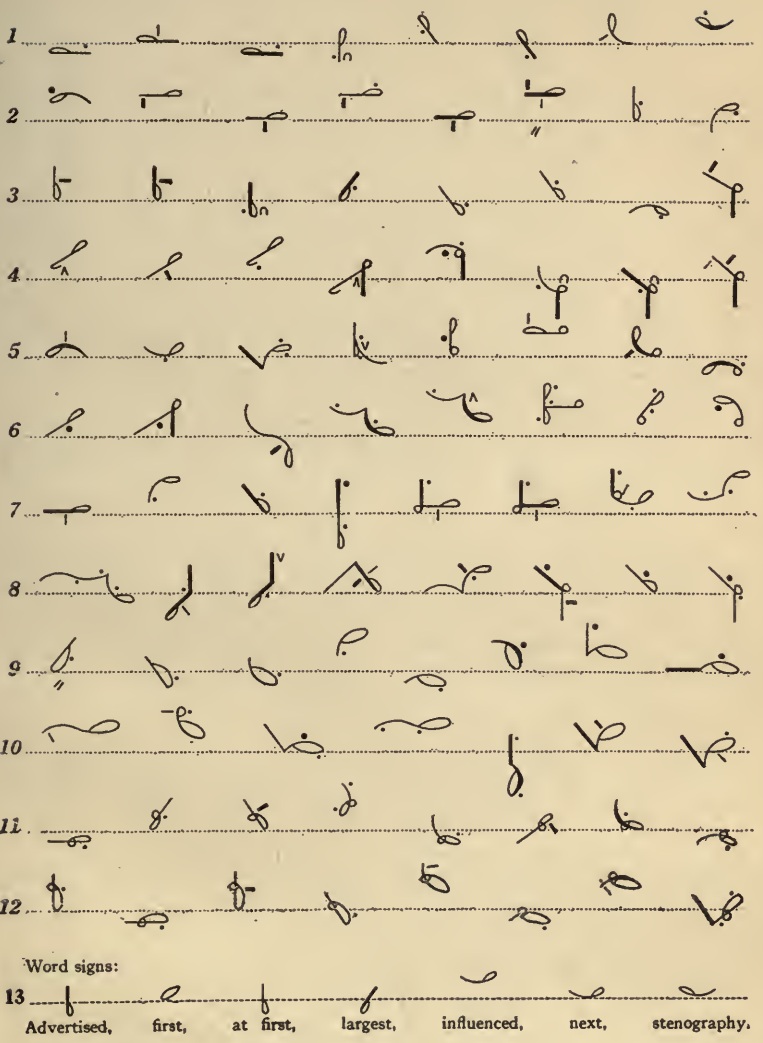
32. S may follow the loops by making an additional small circle.


lists boasts toasts tests lasts costs coasts ghosts wrists rusts


nests invests jests feasters masters Lester's musters teamsters


dusters disasters gamesters songsters boasters ministers

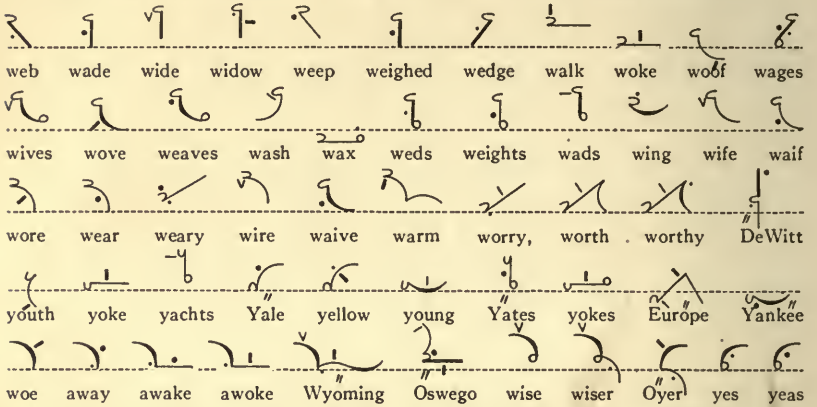
READING AND WRITING EXERCISE



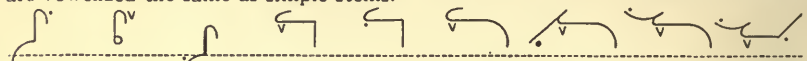
W and Y

33. Small INITIAL semicircles, called *weh* and *yeh*, respectively, are also used to indicate W and Y. The semicircle for W may open either to the *right* or *left;* that for Y either *upward* or *downward.* That one should be used which makes the better angle with the stem.

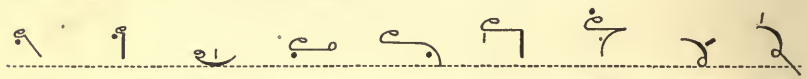
The rules governing the use of the initial circle *s* apply to the semicircles.



34. A LARGE initial hook on the *circle side* of T, D, K, and Gay, forming the double consonants *tway, dway, kway,* and *gway,* is used to represent W. They are vowelized the same as simple stems.

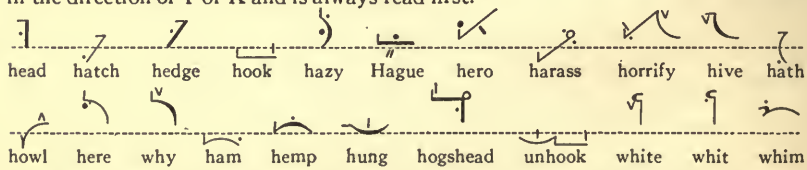


35. S may precede the semicircle and the initial hook by making the circle *inside* of the semicircle or hook. When the sound of S or Z follows W or Y the strokes and *iss* circle are used.



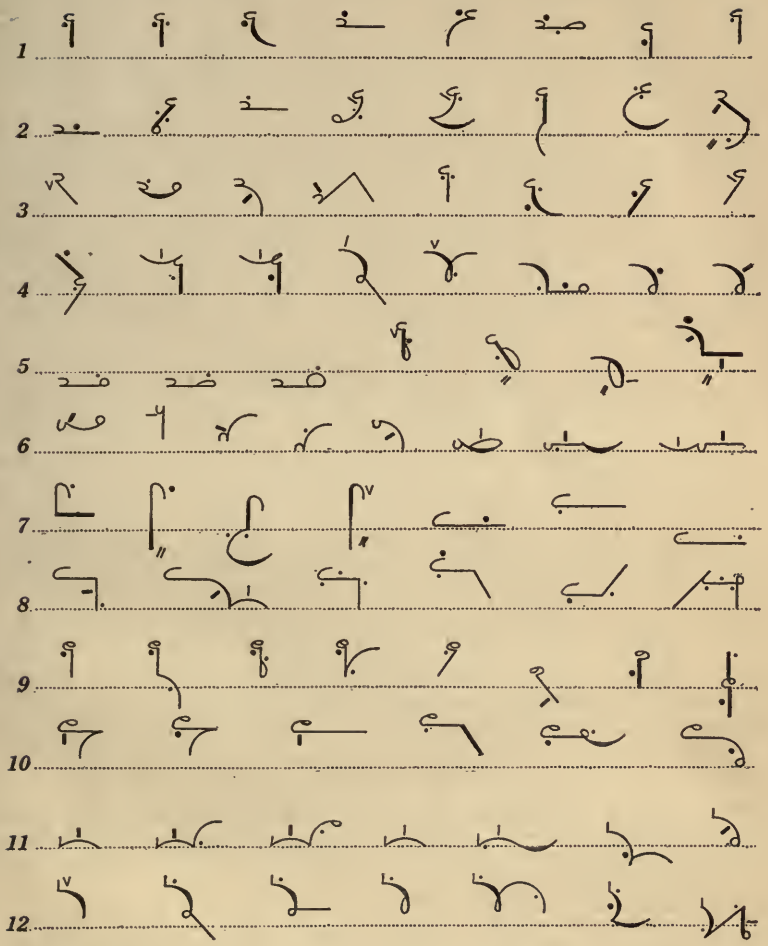
THE ASPIRATE H

36. H is also expressed by a short, light, initial tick, called *heh.* It is written in the direction of T or K and is always read first.



NOTE: *WH* at the beginning of words is sounded as *HW*, which sound is represented by either the thickened semicircle for *W*, or the *heh* tick and *way* stroke.

READING AND WRITING EXERCISE



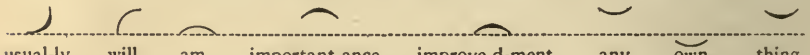
He-him, we-with, were, what, would, year, yet, beyond, you, that, when. aware.

WORD SIGNS

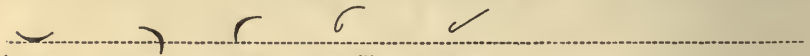
37. Certain words of frequent use may be abbreviated: (a) By the omission of consonants. (b) By the omission of vowels. These abbreviations are called WORD SIGNS.

common, come-company, give-n, together, ago, are, for, half, ever, have.

however, think, thank-thousand, them, though, us, was, shall, issue,



usual-ly, will, am, important-ance, improve-d-ment, any, own, thing,



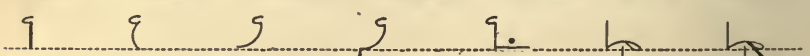
language, away, your, we will, we are.

PHRASEOGRAPHY

38. Writing two or more words together is called phraseography, which method of writing is usually confined to word signs.

The first word is written in its proper position, the second beginning where the first ends, and so on.

you will, you will do, you will be, you may, you must, do you, have you,

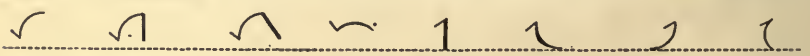


we do, we think, we shall, we shall have, we take, it must, it must be.

EXCEPTIONS: In a few phrases the first word must accommodate itself to the position of the second, otherwise the phrase would be illegible.

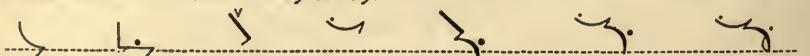
in these, in this, in those, in each, in which, in much, I hope.

39. I, at the beginning of a phrase, may be abbreviated by writing the first half downward, or the second half upward, using that half which forms the better angle with the stroke.



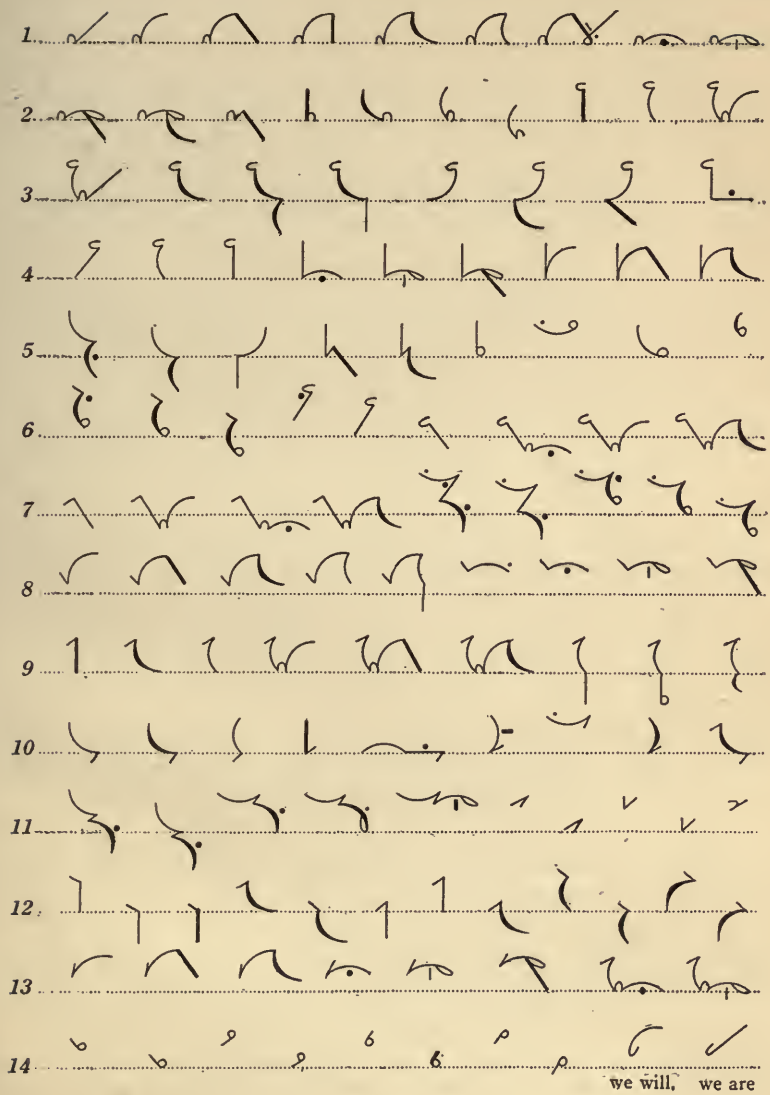
I will, I will do, I will be, I am, I do, I have, I shall, I think,

40. The, may be represented in the middle or at the end of a phrase, by a tick written in the direction of *chay* or *ray*.



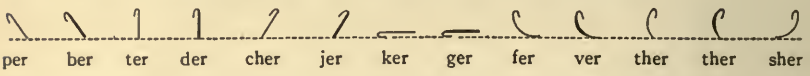
for the, take the, by the, in the, by the way, in the way, in the West

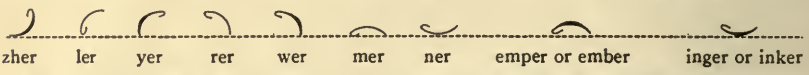
READING AND WRITING EXERCISE



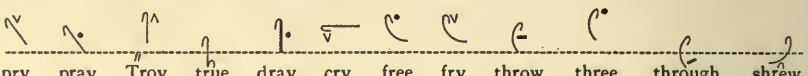
THE R HOOK

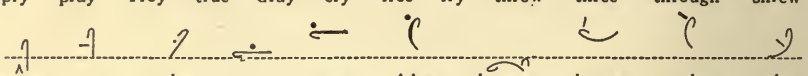
41. An additional sign for R is supplied by a small INITIAL hook opposite the circle side of *straight* strokes, and on the inside of *curved* strokes.

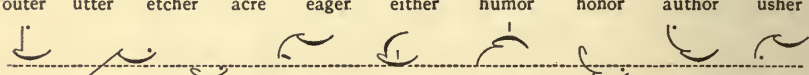


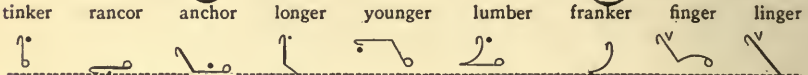


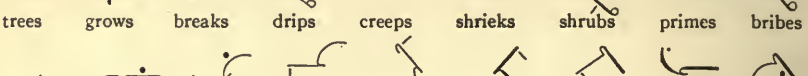
42. The *r* hook is pronounced with the consonant, as *per*, *ber*, etc., and not as P-R, B-R, etc. The combined stem and hook, which is called a *double* consonant, is vowelized the same as a simple stem.

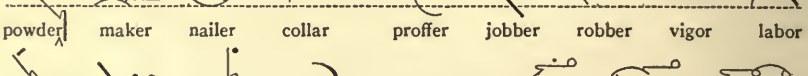




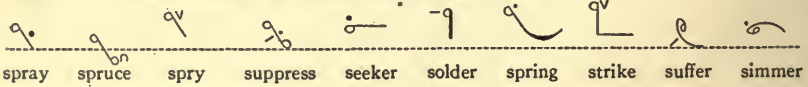


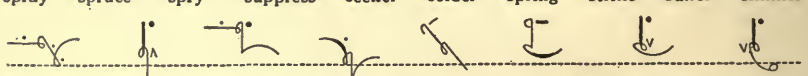




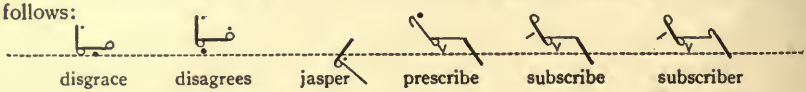


43. S must precede the *r* hook on *straight* letters by making the hook into a circle. On *curved* letters it is made inside of the hook.

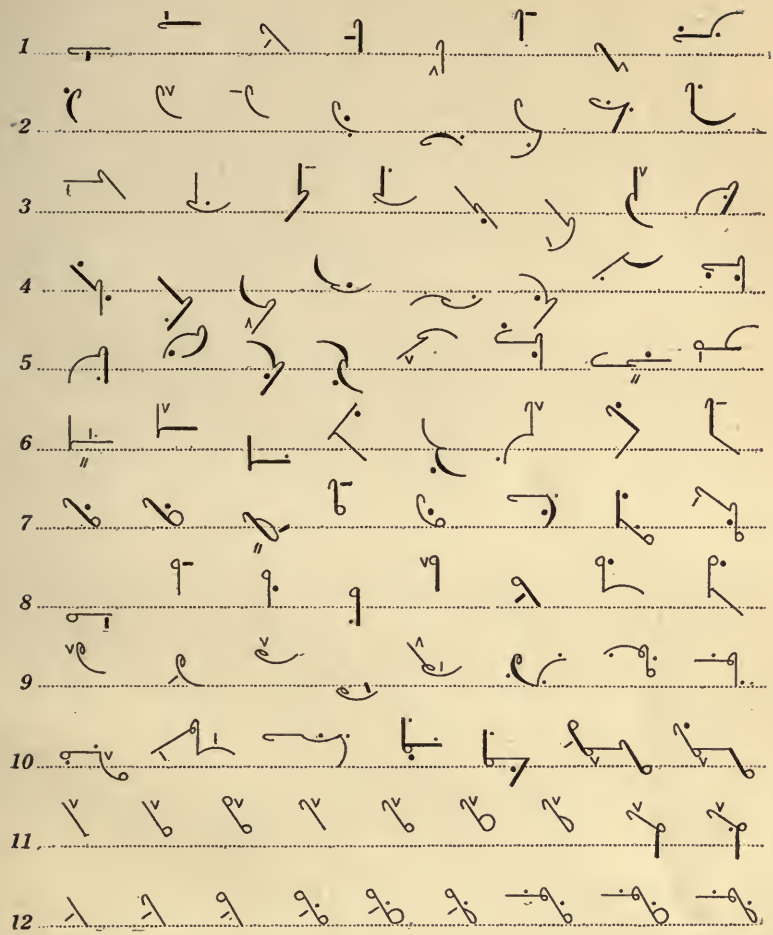




44. *Skr* or *sgr* following D, P, or B; and *spr* or *sbr*, following J, are formed as follows:



READING AND WRITING EXERCISE



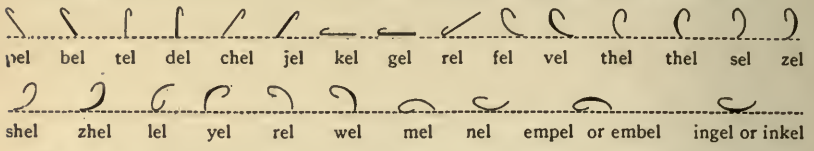
Word signs:

13 appear, principle-al-ly, practice, member-remember, number, doctor

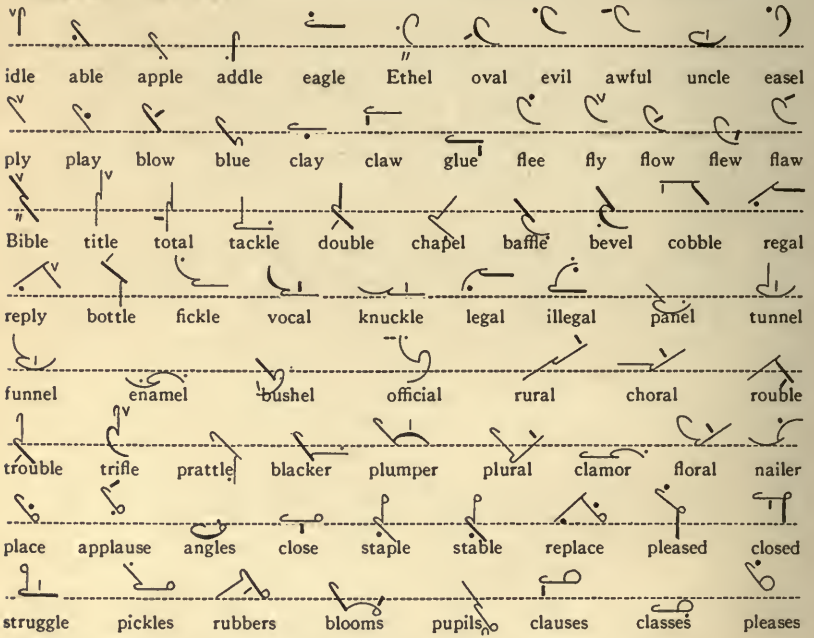
14 dear, during, danger, larger, degree, from, there-their

THE L HOOK

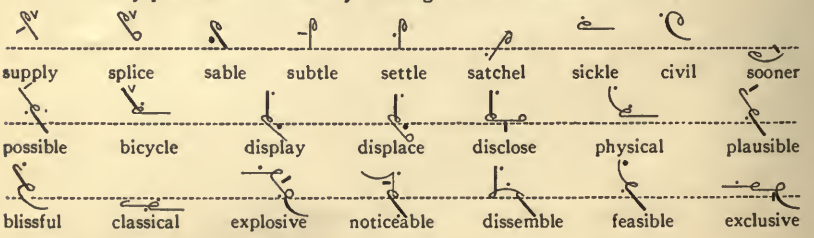
45. L may also be represented by a SMALL *initial* hook, on the circle side of *straight* strokes, and by a LARGE *initial* hook on the inside of *curved* strokes.



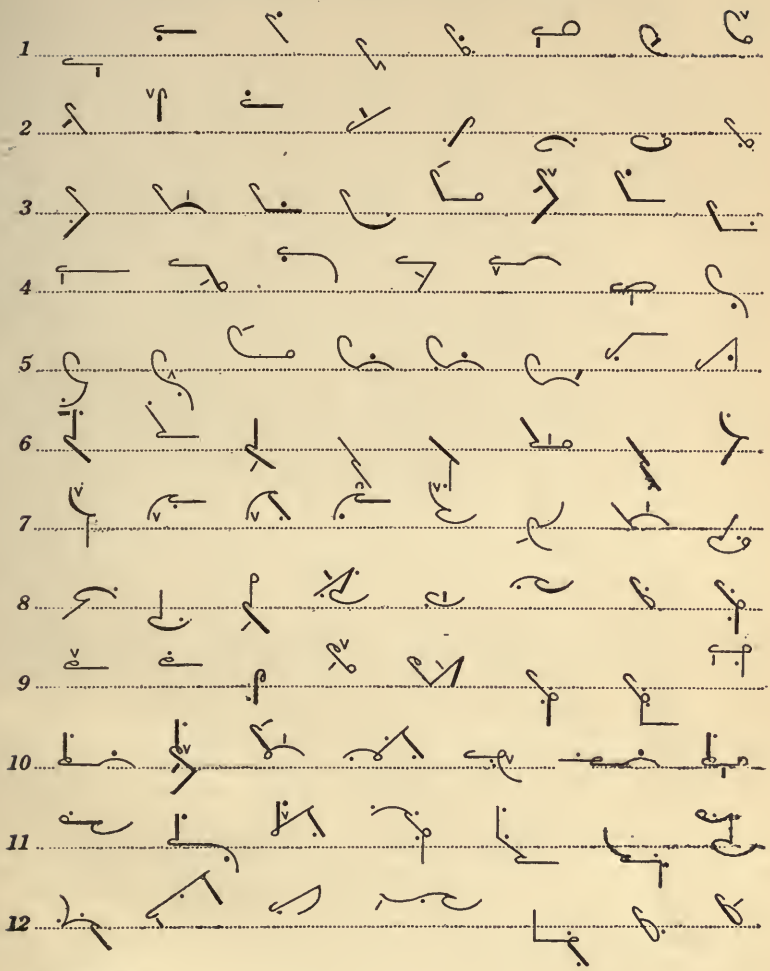
46. The rules that govern the use of the stems with the *r* hook attached apply to those with the *l* hook.



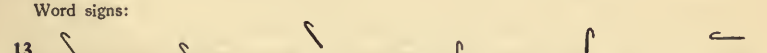
47. S may precede the *l* hook by making the circle *within* the hook.



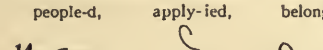
READING AND WRITING EXERCISE



Word signs:



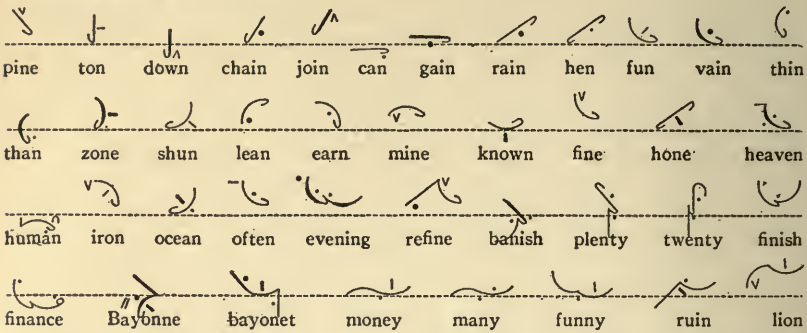
people-d, apply-ied, belong-ed, at all-until, deliver-y, equal-ly,



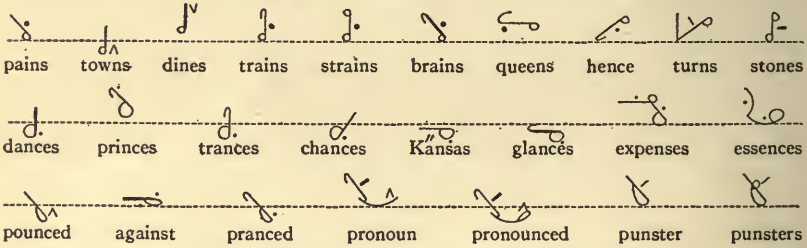
difficult-y, follow, value.

THE N HOOK

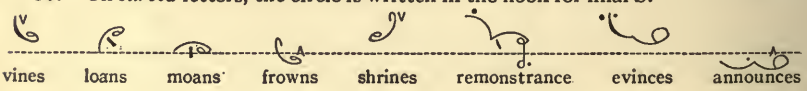
48. A small FINAL hook opposite the circle side of *straight*, and on the inside of *curved* strokes, represents N.



49. *S*, *ses*, *ist*, and *ster* are written on the n-hook side of straight letters to represent final *ns*, *nses*, *nst*, or *nstr*. A circle may be added to the loops for a final S.

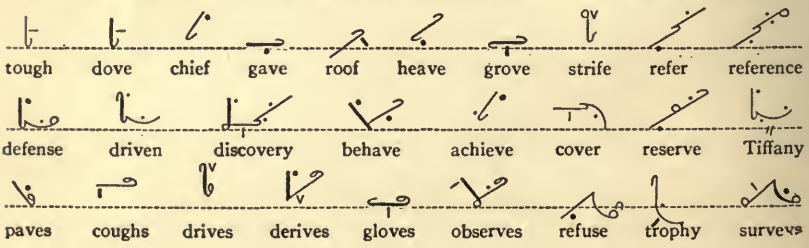


50. On *curved* letters, the circle is written in the hook for final S.

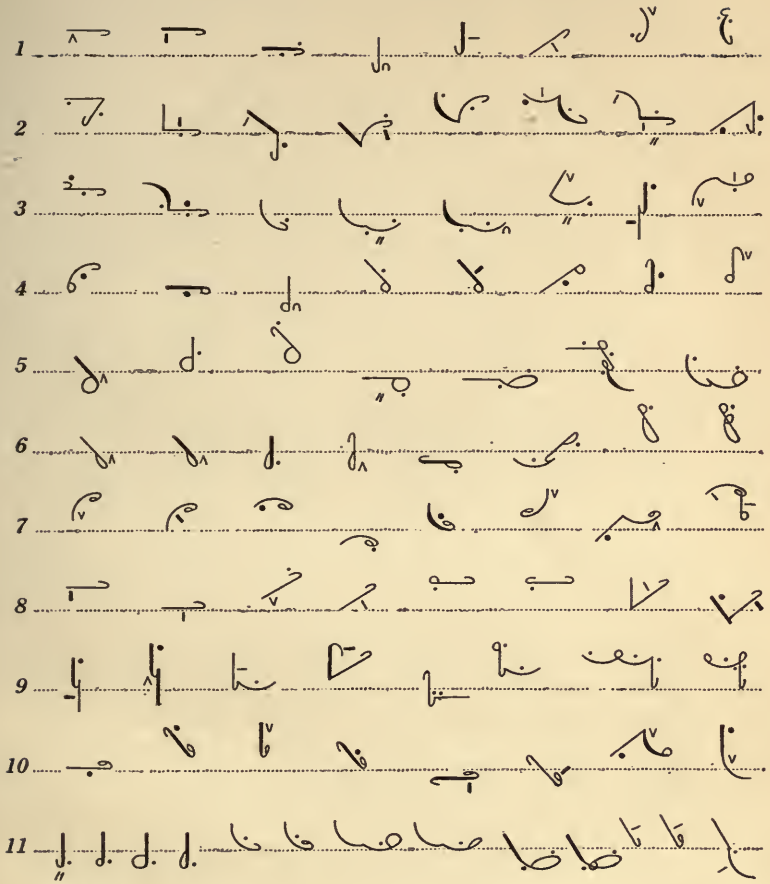


THE F or V HOOK

51. A small FINAL hook on the circle side of *straight* stems adds F or V.



READING AND WRITING EXERCISE



Word signs:

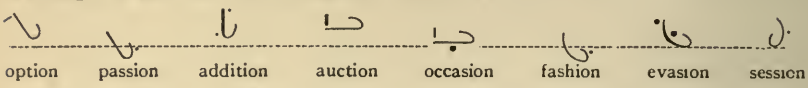
12 general-ly, can, begin, phonography, opinion, our own, your own.

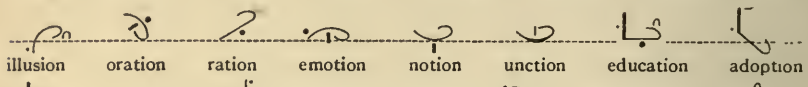
13 at length, at once, generals-ize, generalized, remembrance, differ-ent-ence,

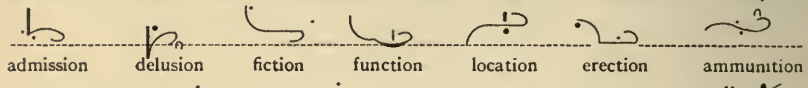
14 advance-d, careful-ly, hope to have, whatever, out of, whichever, whoever.

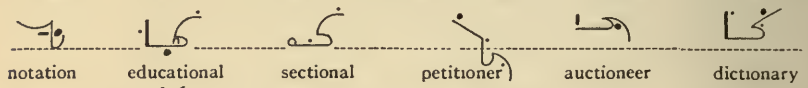
THE SHUN HOOK

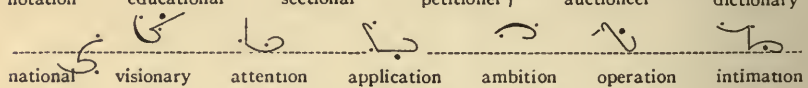
52. The syllable *shun* is represented by a LARGE final hook on either side of straight letters and on the inside of curved letters.



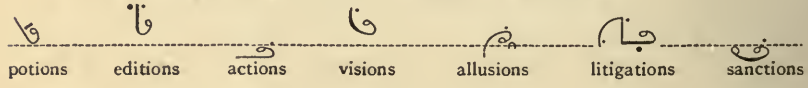


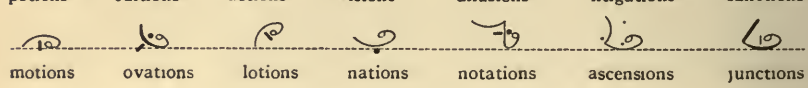






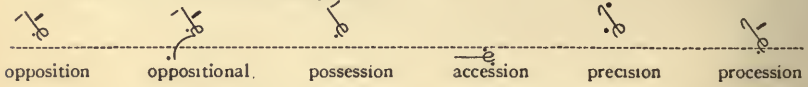
53. *S*, following the *shun* hook, is made inside of the hook.

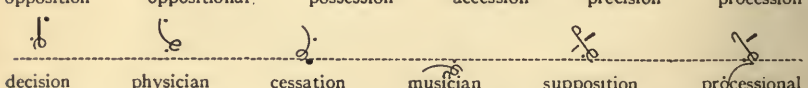




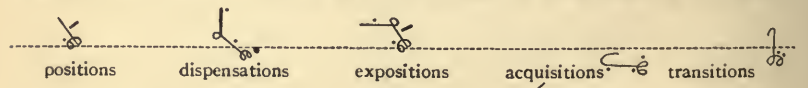
THE S-SHUN HOOK

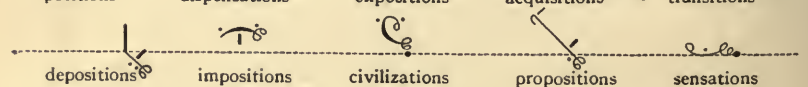
54. *Shun* is also expressed by a SMALL hook following the *s* or *ns* circle. A first-place vowel occurring between the *s* and *shun* is written at the beginning of the hook, and a second-place vowel is written at the end of the hook The hook-vowel does not govern the word-position.



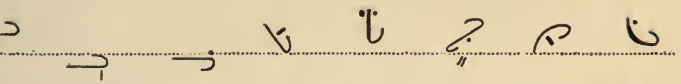


55. *S* may follow the *s-shun* hook by writing the circle inside of the hook.





READING AND WRITING EXERCISE

1 

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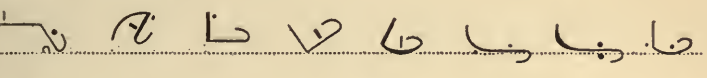
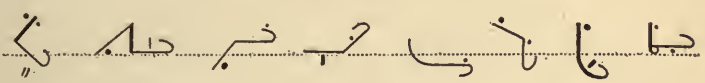
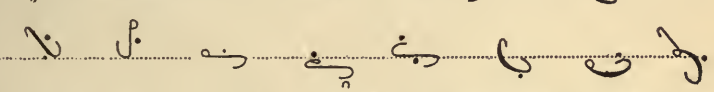
3 

4 

5 

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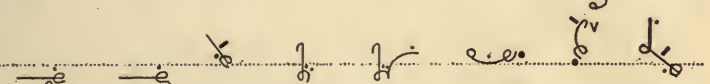
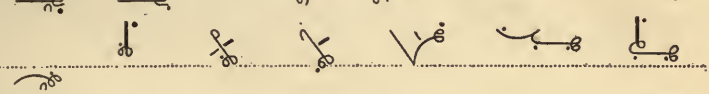
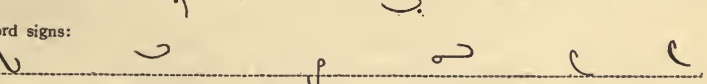
8 

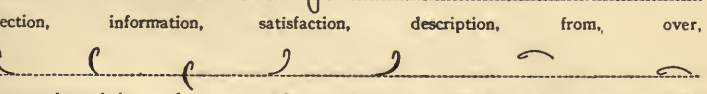
9 

10

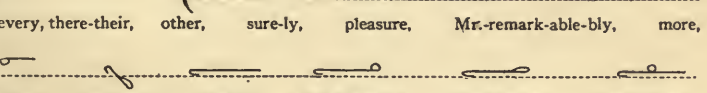
Word signs:

11 

objection, information, satisfaction, description, from, over,

12 

very–every, there-their, other, sure-ly, pleasure, Mr.-remark-able-bly, more,

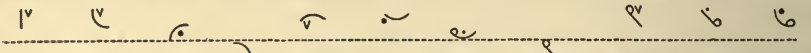
13 

describe–d, practiced, character, characters-ize, characterized, characteristic.

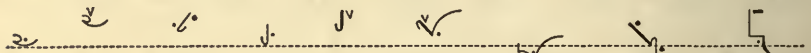
ADDED *T* or *D*

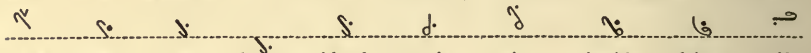
56. By writing a stroke consonant HALF its usual length, T or D is added:
(a) *T* is added to *light*, and *D* to *heavy*, SIMPLE strokes.
(b) *T* or *D* is added to COMPOUND characters, or to a half-length stroke written with another stroke.

The added sound is read *after* the stem and after all vowels and hooks, but *before* the final circle. The outlines are written *above*, *on* and *below* the line.

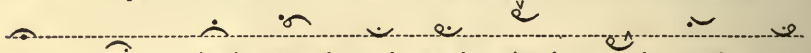

tight fight late art might neat sent sapped spite pits feats

deed died jade egged void vowed viewed couch couched chalked


wend wind achieved tent dined brightly heartily betrayed talkative

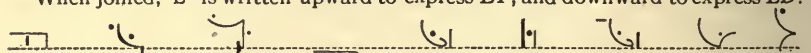

pride plate bent band blend tends prints braids faints gifts

57. D is added to the simple strokes *m* and *n*, when standing alone, by making them heavy. The simple strokes *ray*, *emp* and *ing*, are not halved when standing alone. Compound characters are stems with hooks, the semicircle, or *heh* tick.


made mad aimed seemed end send signed sound need ends

58. The final syllable *ted* or *ded* is expressed by a half-length T or D; disjoined if necessary and is not vowelized.

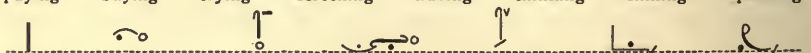
When joined, L is written upward to express *LT*, and downward to express *LD*.


coated evaded intended counted fainted dated offended felt field

SUFFIXES

59. *Ing* is represented by a light dot, *ings* by a small circle, and *ing the* by the chetoid tick written at the end of a word.

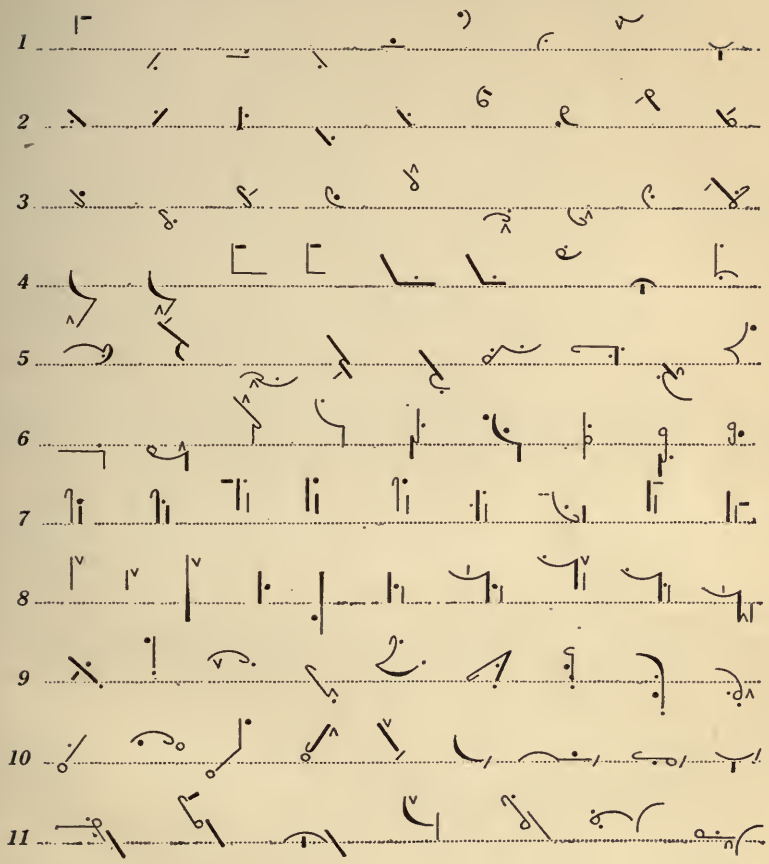
paying buying trying screening having thinking shining speaking


doings meetings drawings engravings trying the taking the saving the

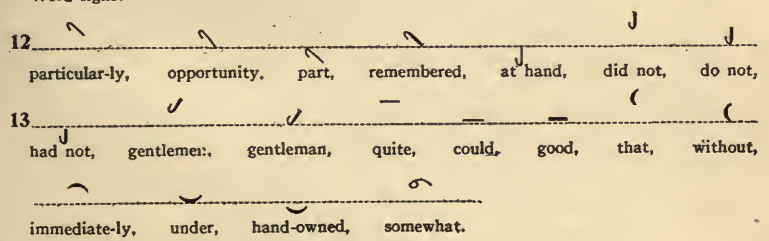
60. *Ility*, *ality*, and *arity* are expressed by disjoining the consonant that comes immediately before the *ility*, etc., and writing it close to the preceding part of the word.

suitability stability responsibility formality prosperity popularity

READING AND WRITING EXERCISE



Word signs:



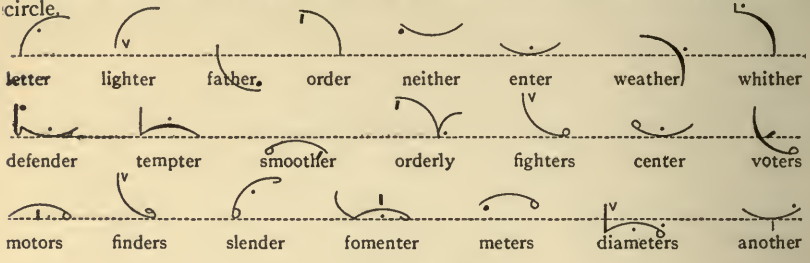
particular-ly, opportunity, part, remembered, at hand, did not, do not,

had not, gentlemen, gentleman, quite, could, good, that, without,

immediate-ly, under, hand-owned, somewhat.

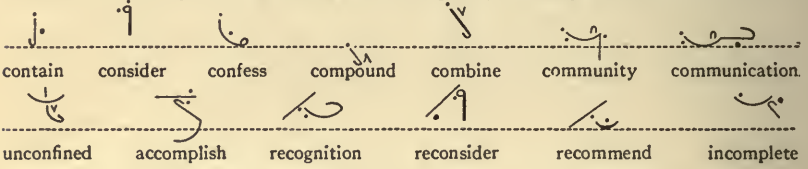
ADDED THER, TER, or DER

61. The syllable *ther*, *ter*, or *der*, is added by writing any *curved* stroke DOUBLE length. Downward stems are written *on*, *through*, and *three-quarters* below the line. The upward stroke, lay, is written *above*, *on*, and *through* the line. The added syllable is read after the stem and after all vowels and hooks, but before the final circle.

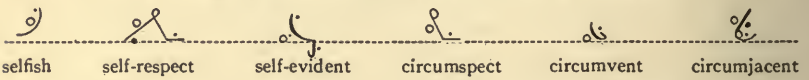


PREFIXES

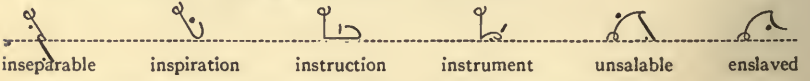
62. *Con*, *com*, or *cog* is indicated by a light dot, written at the beginning of a word. In the middle of a word it is indicated by disjoining the following part of the outline and writing it under, or close to, the part preceding *con*, etc.



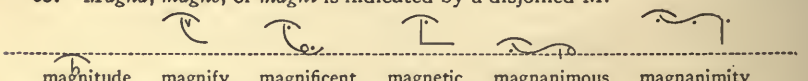
63. *Self*, or *circum* is represented by a small circle as follows:



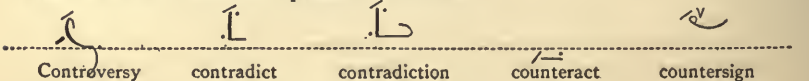
64. *In*, *en*, or *un* is represented by a small backward hook before the *spr* series; on curved letters it is expressed before the initial circle.



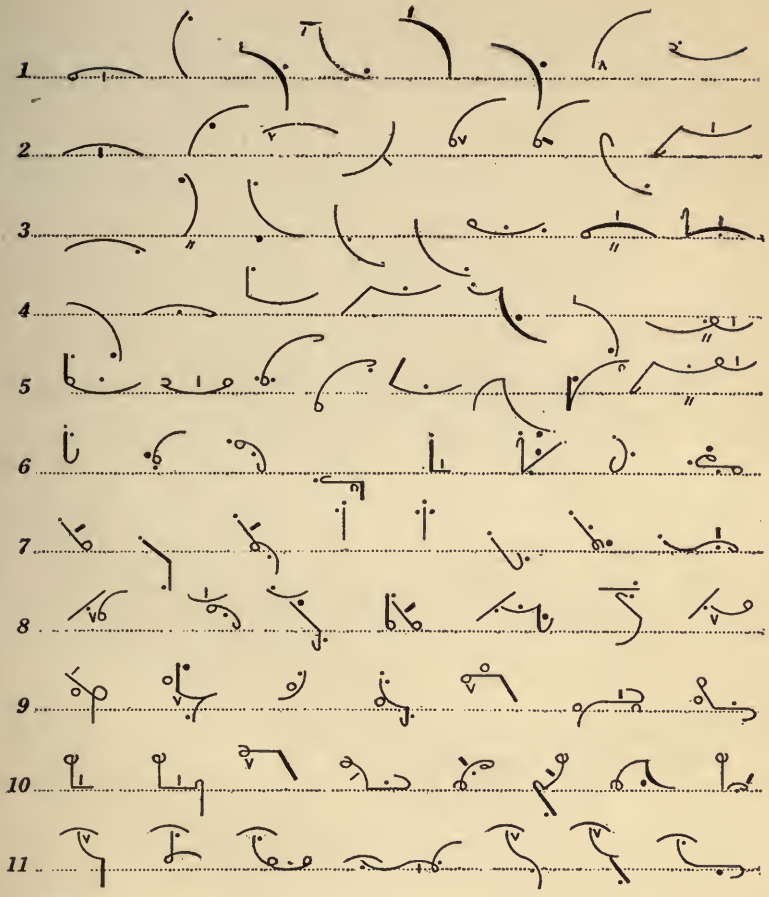
65. *Magna*, *magne*, or *magni* is indicated by a disjoined M.



66. *Contr* or *counter* is expressed as follows:



READING AND WRITING EXERCISE



Word signs:

12

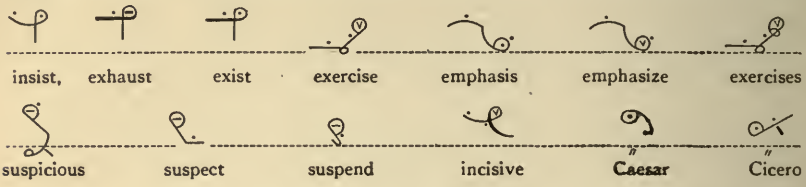
Material, immaterial, commence, commenced, commences - United States

13

circumstance; circumstances, experience, experienced, inexperience, inexperienced, entire

SPECIAL VOCALIZATION

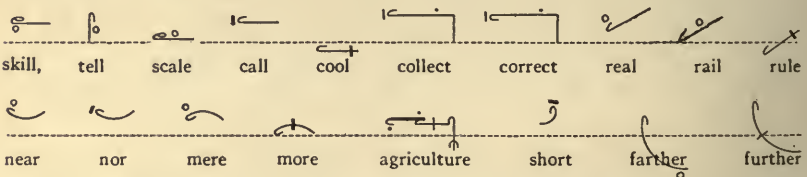
67. The vowel sound used in connection with the *ses* circle is the short second place dot. Other vowel sounds may be indicated by writing the sign *within* the circle.



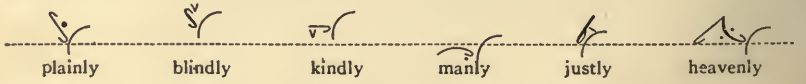
68. Occasionally vowels may be expressed between the stem and the *l* or *r* hooks, as follows:

(a) Make a small circle *before* the stroke for the long dot vowels, and *after* the stroke for the short dot vowels.

(b) First-place dash vowels and diphthongs are written *before* or *over* the hook; second- and third-place dash vowels or diphthongs are written *through* the stem in their respective places.



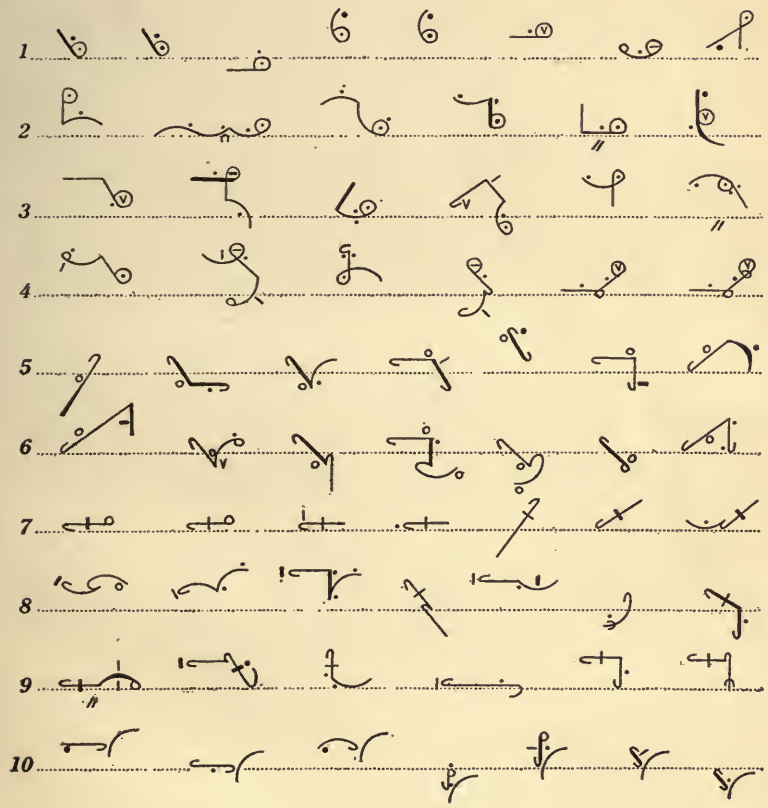
69. The final syllable *ly*, may be disjoined when it does not form an angle with the preceding part of the word.



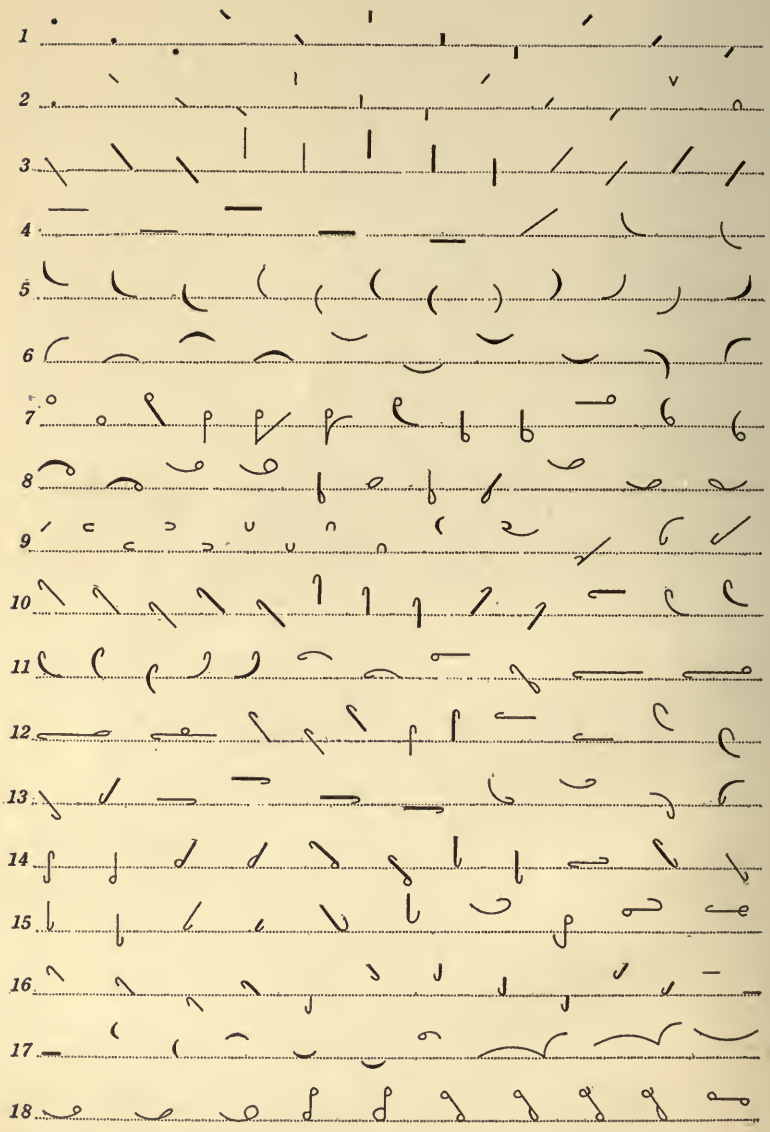
70. The circle *iss* may be added to words or word signs to form the plural number or possessive case. *Lay*, may also be added to words, or word signs for the final syllable *ly*.

71. Word signs, joined or disjoined, may be used as parts of words.

READING AND WRITING EXERCISE

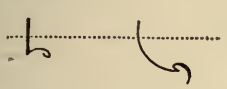


WORD SIGNS



WORD-SIGN WORDS

Portions of the following words are composed of one or more word signs.


advancement
afterward

altogether
anybody

anyhow
anything

awe
become

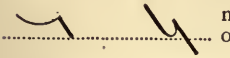
disadvantage
enlarge-d

foreclose
foreclosure

forever
forward

hereafter
hereinafter

misunderstand
misunderstood

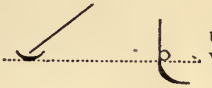

nobody
objectionable

onward
owing

subjected
to-day

to-morrow
undersell

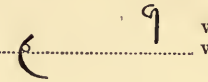
undersign
undersigned


underwriter
whatsoever

whensoever
whereas

wheresoever
whereupon

wherever
whichsoever


whosoever
withdraw

withheld
withstand

Word signs:

Yourself, myself, himself, themselves, ourselves, yourselves.

448648

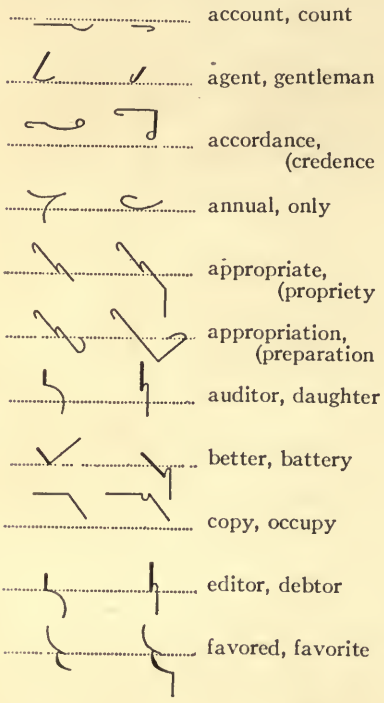
OUTLINES

In order to write with the rapidity of speech, words can be represented only by their consonant outlines, although occasionally it may be necessary to insert vowels. As a majority of the consonant letters are formed in two or more ways, many words may be written with several different outlines.

The principal guide to the selection of outlines is that of *convenience* and *ease* in writing. How to make this selection, aside from the word signs and the words in the following lists, must be left to the stenographer. To qualify him for this selection it is absolutely necessary that he should possess a thorough knowledge of the principles as given in the previous lessons. If he does not possess this knowledge he should review the work before proceeding further.

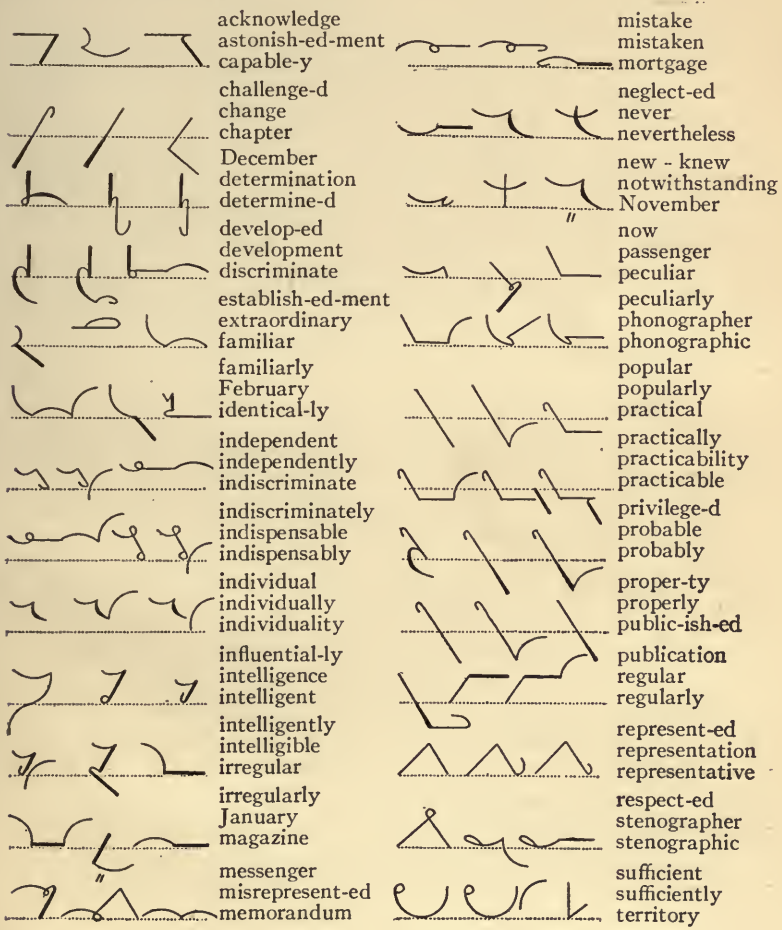
Each principle must be thoroughly learned and applied before facility will be acquired for writing from miscellaneous matter.

WORDS DISTINGUISHED BY DIFFERENCE IN OUTLINE



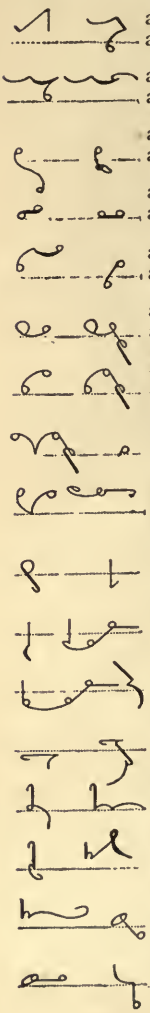
CONTRACTED WORDS

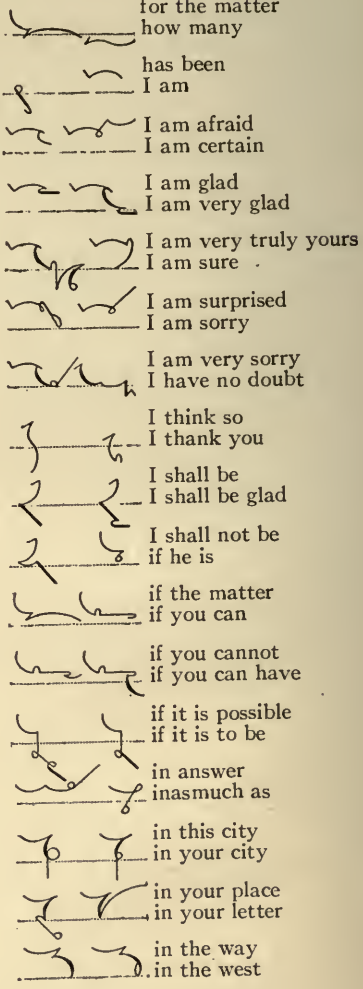
The outlines of the following words, because of their awkward forms when written in full, are contracted by writing only their prominent consonants. These are called "Contractions." The outlines are generally suggestive of the words they represent, but they should be thoroughly memorized so that they may be written without hesitation.



SIMPLE PHRASES

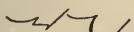
The following phrases should be written again and again until ease and rapidity have been secured.



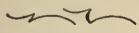


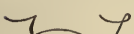
SIMPLE PHRASES—Continued

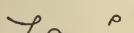
Each time these phrases are written, they should be compared with the outlines given until they can be written without error.


in the country
in this country

in the manner
in the meantime


in the matter
in that matter

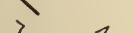

in this matter
in such

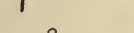

in such cases
is the

it has been
it is necessary

it is only
it seems to me

it would be
of course

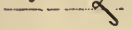

of this date
on the


on cars
on track

on sale
per cent.

per month
price list

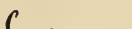
price lists
such has been


that the
that is

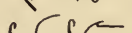
thank you
that place

this place
this class

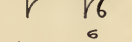
there is
there are


there has been
to some extent

to be able to
truly yours

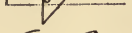

very little
very likely

very truly
very truly yours


who is
with his

which would be
which would not be

will be satisfactory
we are


we will
we will be

we can
we can do

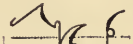
we can have
we cannot

we cannot have
we have

we have yours
we have your letter

we shall
we shall be

we are very truly yours
your city

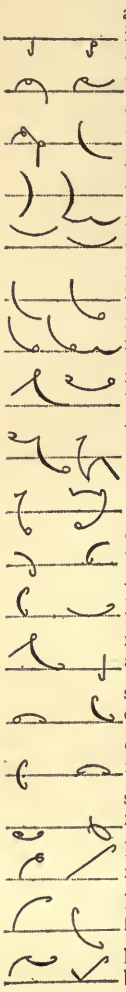

your place
your letter

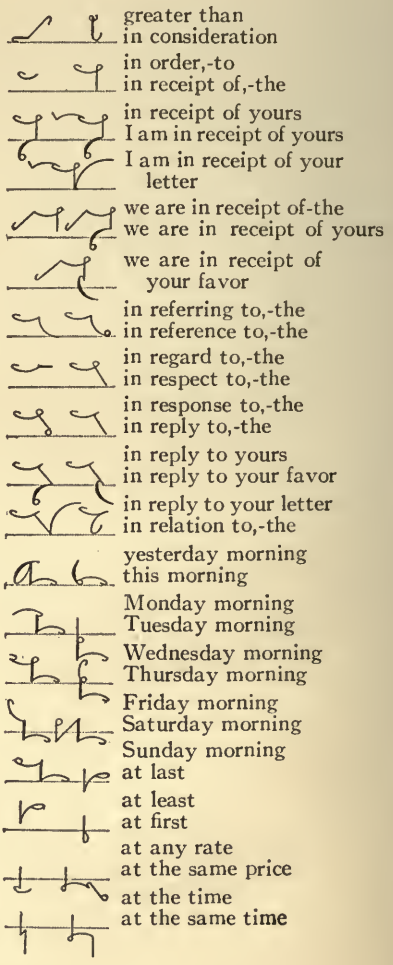
you are in
you will be

you may have
you must

CONTRACTED PHRASES

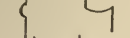
Additional methods of phrasing will be found in the following list. The principles employed can be applied to other phrases, but the list embraces all that will be of special value.



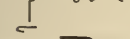


CONTRACTED PHRASES—Continued

at that time
at any time

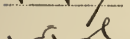

at one time
at some time

according to,-the
again and again

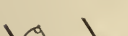

bill of sale
bill of exchange

bill of lading
bills receivable

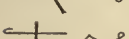
bills payable
by express

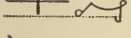

collect on delivery
certain extent

east and west
esteemed favor

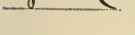

errors and omissions
for the first time

for a long time
for some time

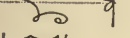

f.o.b.
f.o.b. cars.

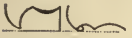

free on board here
great extent

I beg to acknowledge
I beg to thank you


I beg to say
I beg to advise

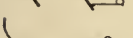
I beg to state
in answer to yours

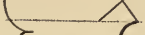

in answer to your favor
invoice and bill of lading

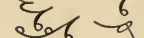

my dear sir
my dear friend

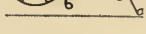
more and more
O. K.

replying to yours
replying to your favor

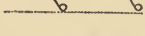

cordially yours
faithfully yours

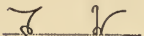

fraternally yours
respectfully yours

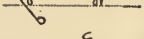

sincerely yours
in the first place


in the second place
in the next place

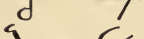
in the last place
trust you will

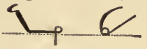

(ces
under the circumstan-
we beg to acknowledge

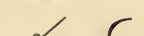

we beg to state
yes, sir

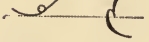

no, sir
your favor

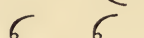
yours truly
yours faithfully


this week
next week


last week
on the one hand


on the other hand
Savings Association

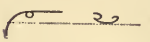

Medical Society
Railway Company


Smith & Co.
Legal Department

Erie Railway (stances
many of the circum-

value of the property
head of the department

something of the kind
from time to time



from day to day
from 20 to 30

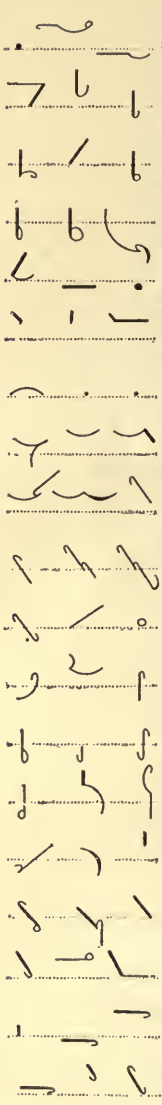
for the sake of
more or less

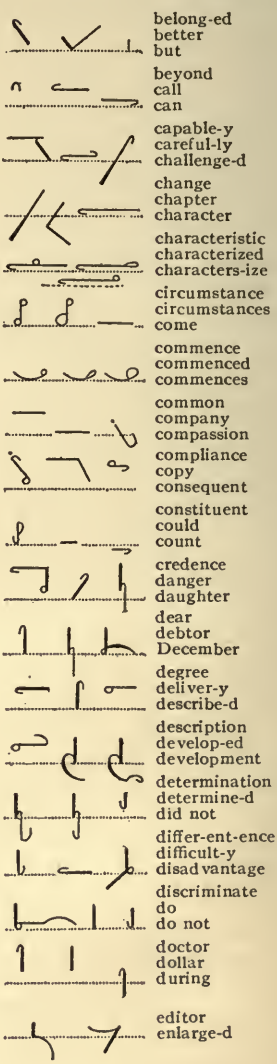
(case
circumstances of the
where do you reside

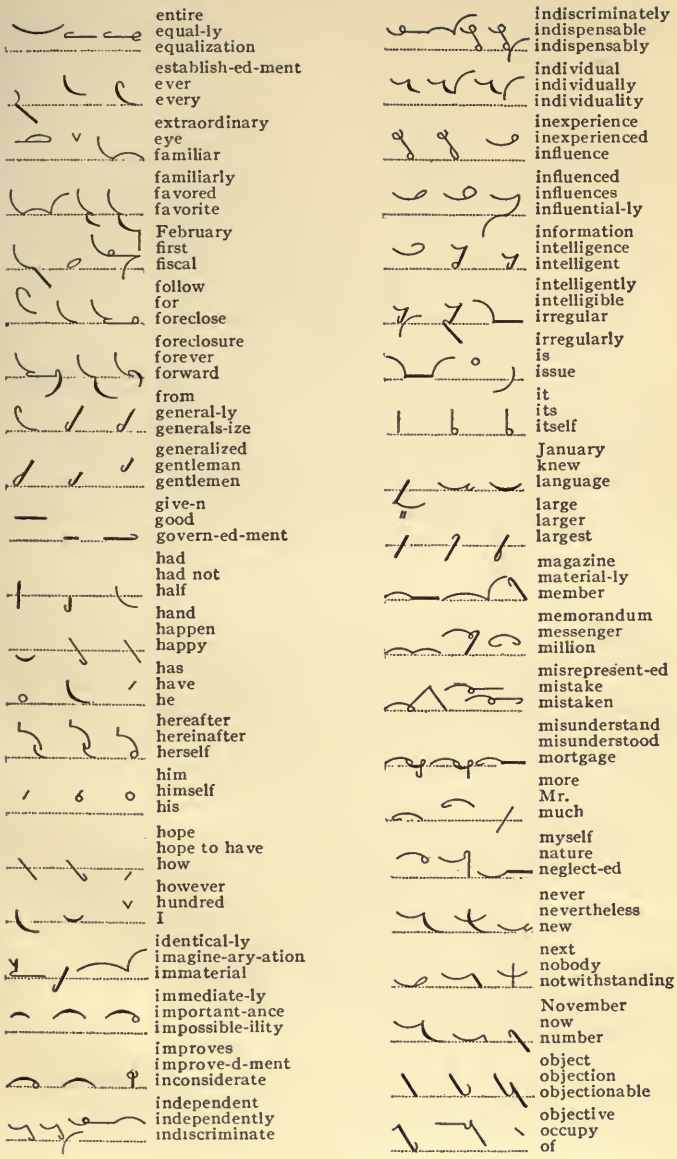
(tion
what is your occupa-
do you know whether

ALPHABETICAL LIST

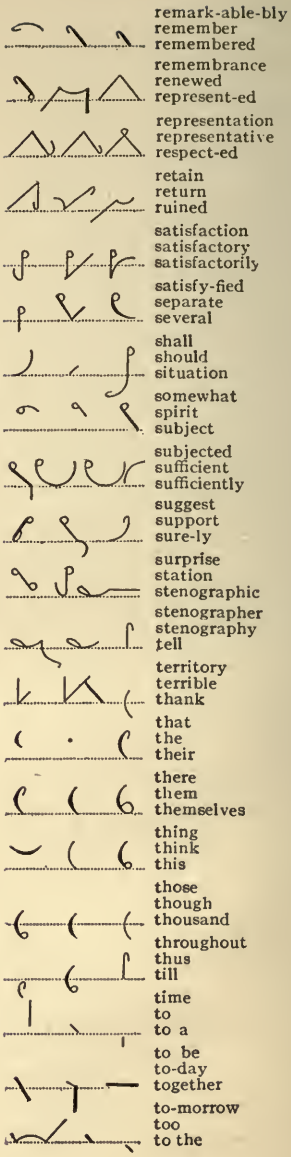
of word signs and the words included in the special lists preceding.

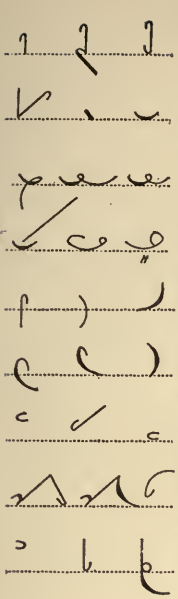





entire
equal-ly
equalization
establish-ed-ment
ever
every
extraordinary
eye
familiar
familiarly
favored
favorite
February
first
fiscal
follow
for
foreclose
foreclosure
forever
forward
from
general-ly
generals-ize
generalized
gentleman
gentlemen
give-n
good
govern-ed-ment
had
had not
half
hand
happen
happy
has
have
he
hereafter
hereinafter
herself
him
himself
his
hope
hope to have
how
however
hundred
I
identical-ly
imagine-ary-ation
immaterial
immediate-ly
important-ance
impossible-ility
improves
improve-d-ment
inconsiderate
independent
independently
indiscriminate
indiscriminately
indispensable
indispensably
individual
individually
individuality
inexperience
inexperienced
influence
influenced
influences
influential-ly
information
intelligence
intelligent
intelligently
intelligible
irregular
irregularly
is
issue
it
its
itself
January
knew
language
large
larger
largest
magazine
material-ly
member
memorandum
messenger
million
misrepresent-ed
mistake
mistaken
misunderstand
misunderstood
mortgage
more
Mr.
much
myself
nature
neglect-ed
never
nevertheless
new
next
nobody
notwithstanding
November
now
number
object
objection
objectionable
objective
occupy
of

oh
on
oneself
only
onward
opinion
opportunity
or
order
other
ought
our own
ourselves
out of
over
owe
owing
own
owned
passenger
part
party
particular-ly
peculiar
peculiarly
people-d
perhaps
phonographer
phonographic
phonography
physical
pleasure
poor
popular
popularly
practice
practical
practiced
practicable
practically
practicability
preparation
principle-al-ly
privilege-d
probable
probably
product
profit
proof
proper-ty
properly
propose
propriety
protect
prove
public-isn-ed
publication
pure
purpose
quite
rather
regular
regularly


remark-able-bly
remember
remembered
remembrance
renewed
represent-ed
representation
representative
respect-ed
retain
return
ruined
satisfaction
satisfactory
satisfactorily
satisfy-fied
separate
several
shall
should
situation
somewhat
spirit
subject
subjected
sufficient
sufficiently
suggest
support
sure-ly
surprise
station
stenographic
stenographer
stenography
tell
territory
terrible
thank
that
the
their
there
them
themselves
thing
think
this
those
though
thousand
throughout
thus
till
time
to
to a
to be
to-day
together
to-morrow
too
to the


toward
trouble
train
turn
two
under
undersell
undersign
undersigned
underwriter
unless
United States
until
us
usual-ly
value
very
was
we
we are
were
whereupon
wherever
we will
what
whatever
whatsoever
when
which
whichever
whichsoever
who
whoever
whosoever
whom
will
wish
with
withdraw
withheld
within
without
withstand
woman
women
would
written
year
yet
you
your
your own
yourself
yourselves

WORDSIGNS PHONOGRAPHICALLY ARRANGED

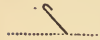
(Key to Eleven Short Letters in the Reader)

I.

appear

principle-al-ly

practice


people-d

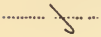
apply-ied

particular-ly

opportunity

part

hope-happy-party


happen

practiced

surprise

inexperience

inexperienced

experience

experienced

hope to have

compliance

appliance

operation

oppression

approve-al

opposition

position

possession

profit

spirit

II.

object-be

to be

subject

belong-ed

balance

member-remember

number

remembrance

been

belief-believe

objective

objection

able to

behind

III.

time

it

its-self

satisfy-ied

satisfactory

satisfactorily

satisfaction

till-tell

until-at all

at first

at once

at length

whatever

out of

circumstance

circumstances

constituent

at hand

toward

IV.

dollar

do

had

advertise

advertises

advertisement

deliver-y

deliverance

doctor

dear

during

differ-ent-ence

advance-d

addition

did not

do not

had not

inconsiderate

V.

each

which

much

whichever

suggest

advantage

large

largest

danger

larger

general-ly

generals-ize

generalized

generalization

imagine-ary-tion

gentlemen

gentleman

VI.

common-kingdom

come-company

because

equal-ly

difficult-y

equalization

careful-ly

describe

description

descriptive

quite

could

accurate

unsecured

character

characters-ize

characteristic

characterized

consequent

consequence

can

VII.

give-n

together

ago

degree

begin

begun

began

govern-ed-ment

got

get-good

signify

significance

for

half

follow

full-y

from

phonography

several

ever

have

however

value

over

every-very

VIII.

think

thank-thousand

throughout

them

though

this

thus-those

there-their

other

that

without

us

was

shall

issue

sure-ly

assure

usual-ly

pleasure

IX.

will

our own

are

aware

am

women

woman

somewhat

important-ance

improve-d-ment

immediate-ly

impossible-ility

improves

remark-able-ably-(Mr.

more

similar

million

X.

any

own

influence

commence

influences

commences-United (States

influenced

commenced-next

stenography

owner-in our

opinion

information

under-hundred

hand-owned

entire-in their

union

thing

language

XI.

away

your

your own

the

a-an

ah

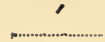
all

two-too

already

before

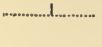
owe-oh

 ought

but

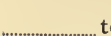
would

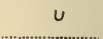
 who

 to a

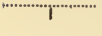
year

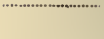
whom

 on

 yet

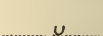
 whoever

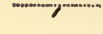
 should

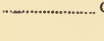
 beyond

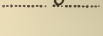
 whomever

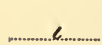
how

 you

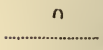
 of

 I-eye

 is-his

 to

we-with

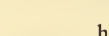
 as-has

 to the

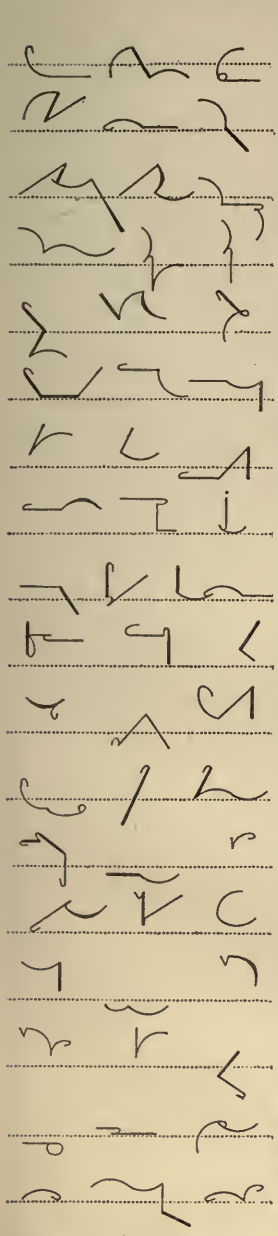
 were

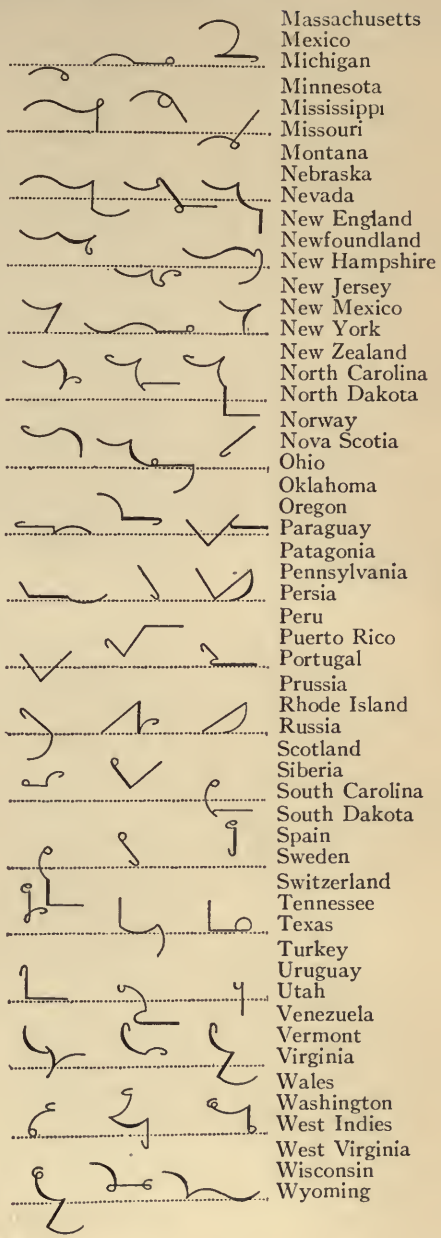
 first

 or

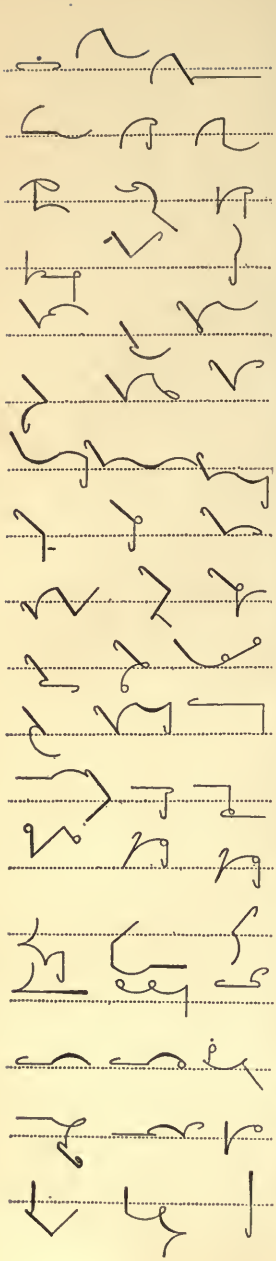
 what

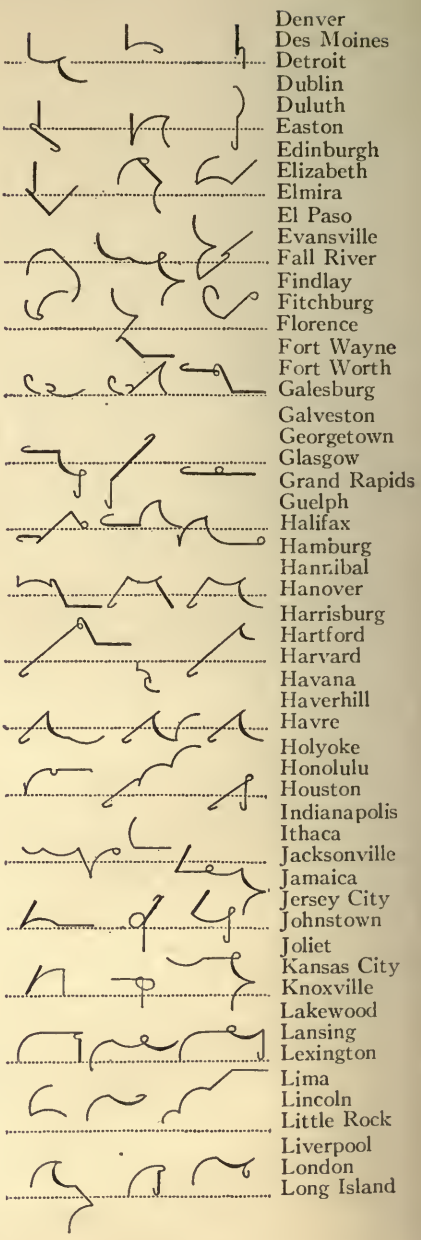
NAMES OF COUNTRIES AND STATES



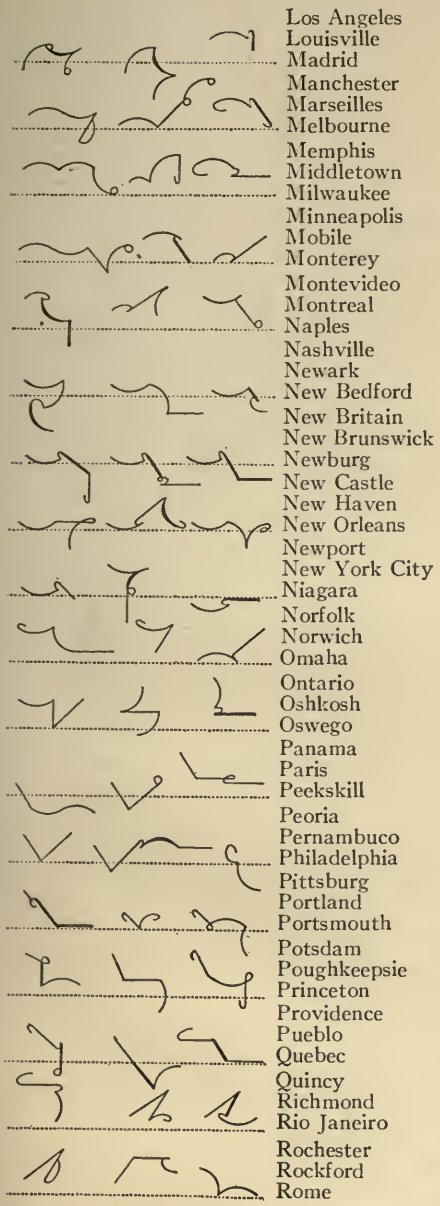


NAMES OF CITIES

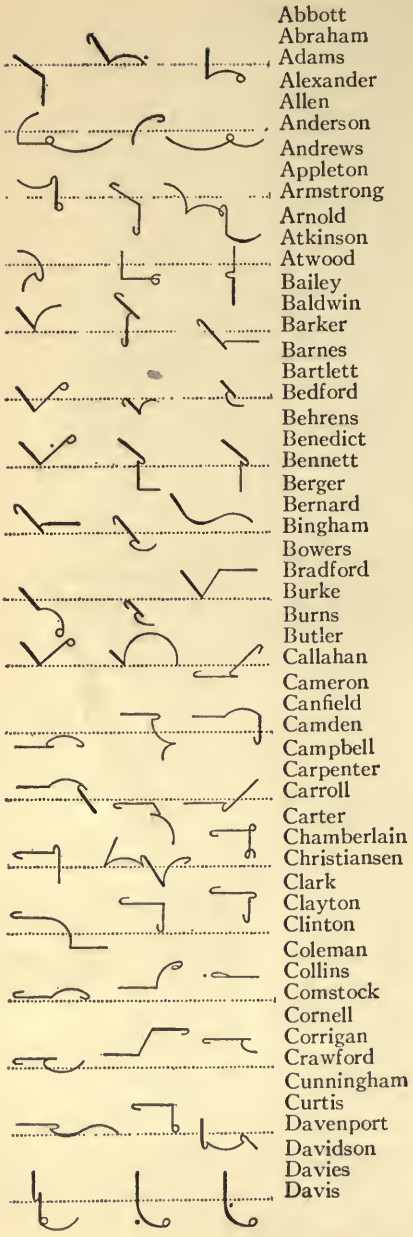


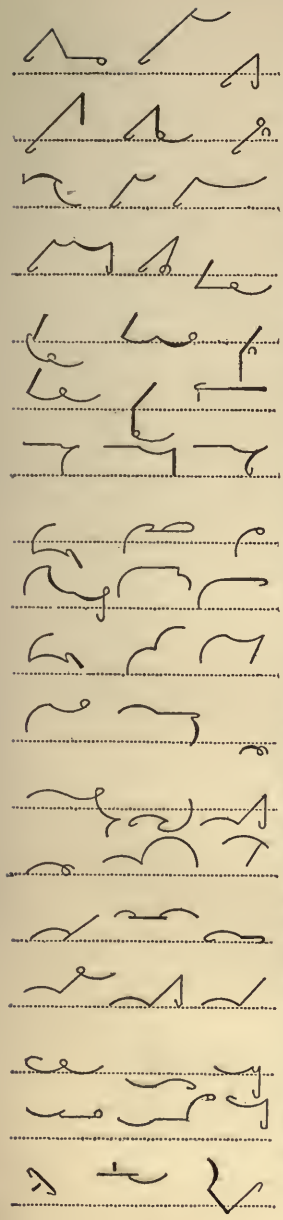


NAMES OF CITIES—Continued



NAMES OF PERSONS

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Livingston
Lockhart
Logan
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Lynch
Lyons
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Madison
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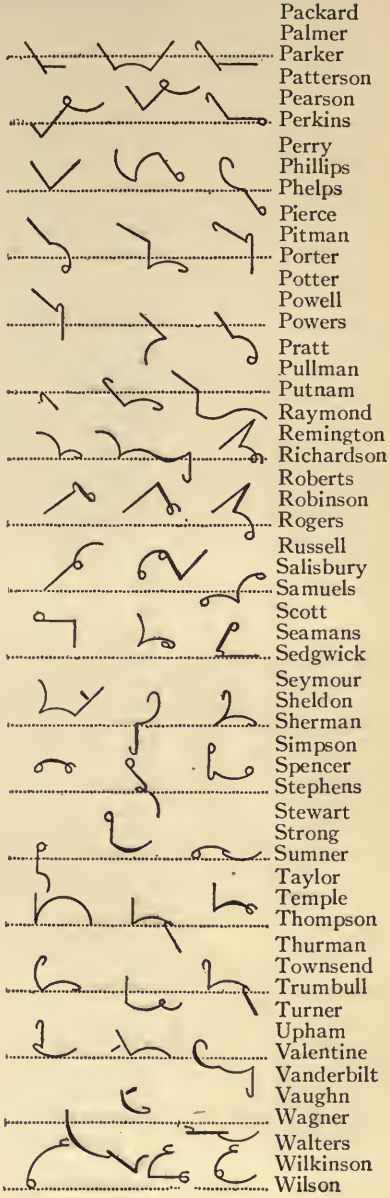
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Scott
Seamans
Sedgwick
Seymour
Sheldon
Sherman
Simpson
Spencer
Stephens
Stewart
Strong
Sumner
Taylor
Temple
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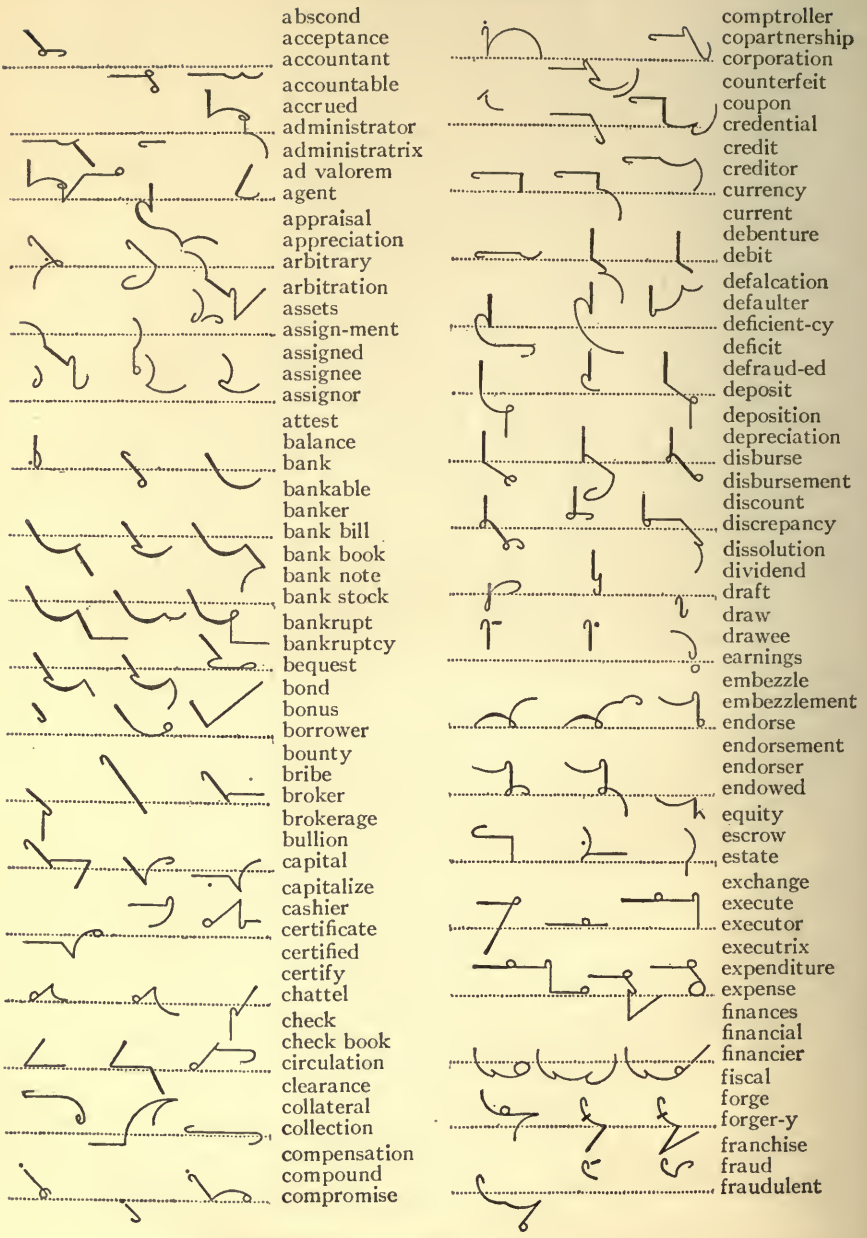
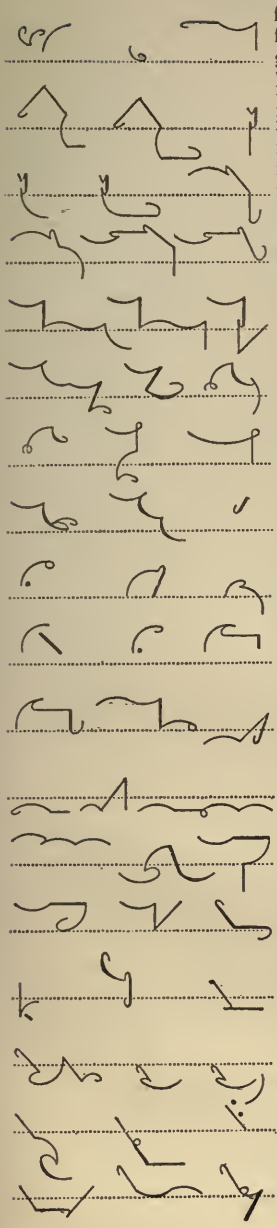
FINANCIAL TERMS

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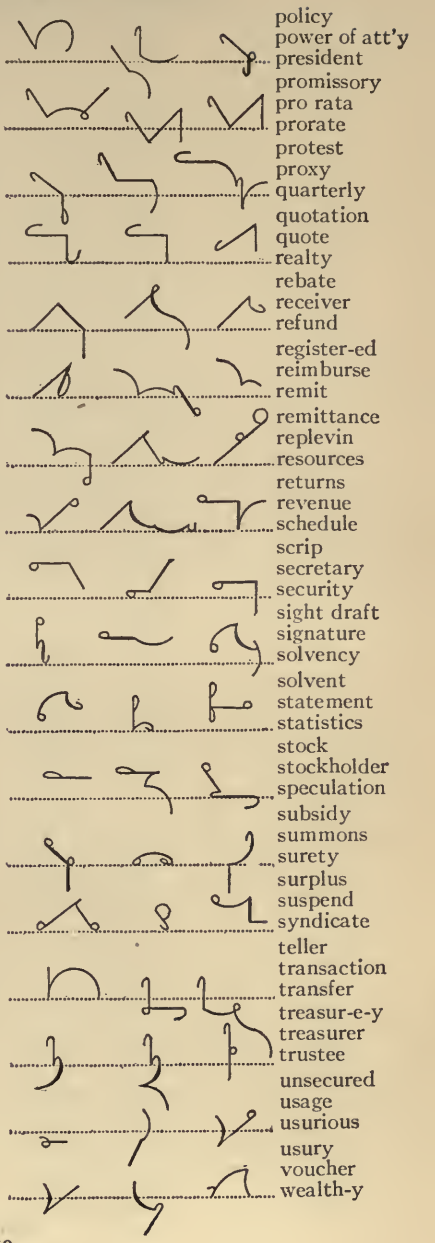
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summons
surety
surplus
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syndicate
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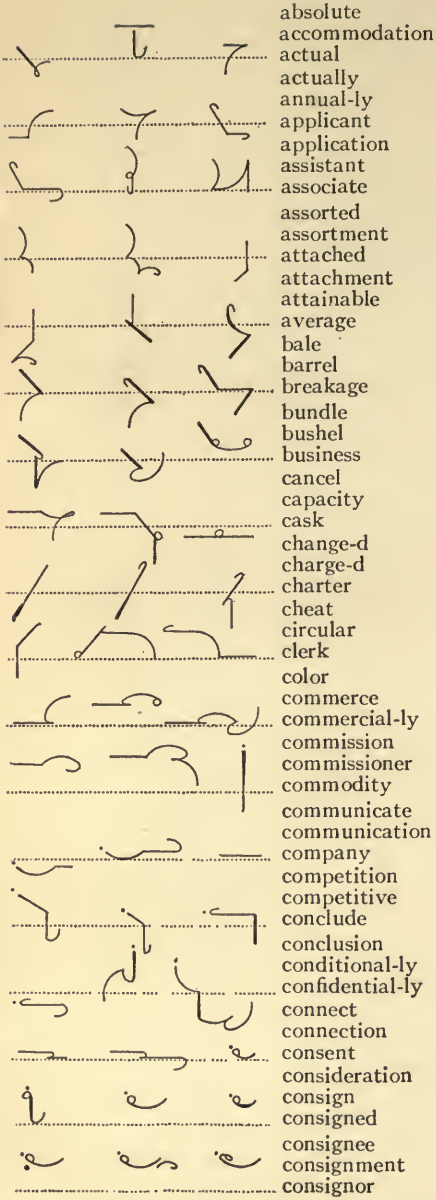
COMMERCIAL TERMS



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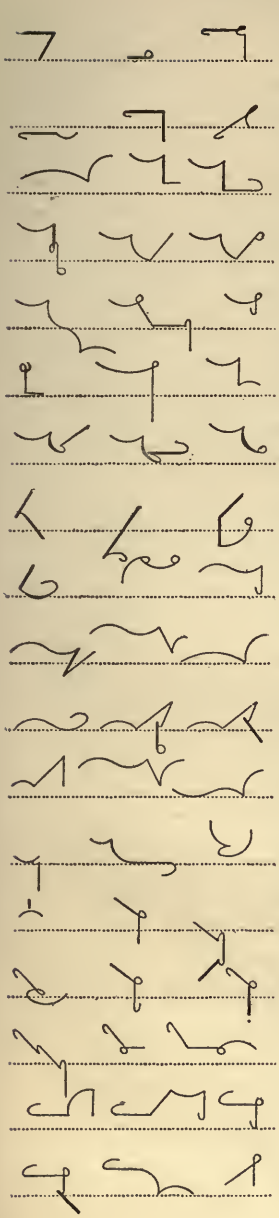

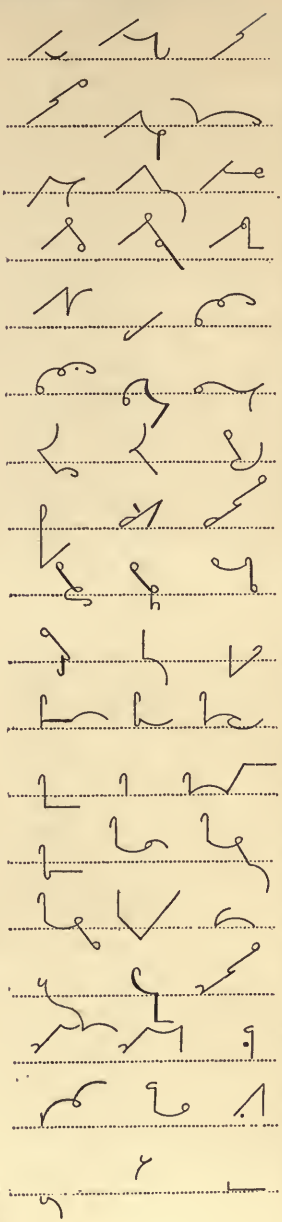

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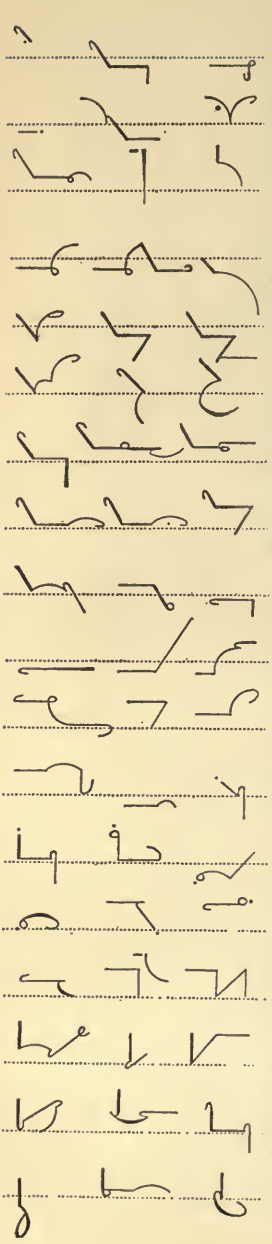

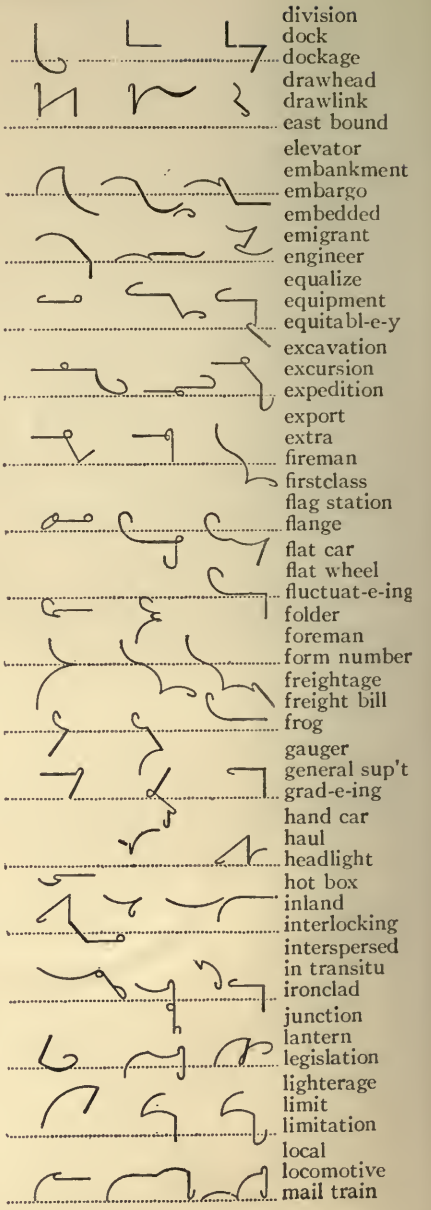

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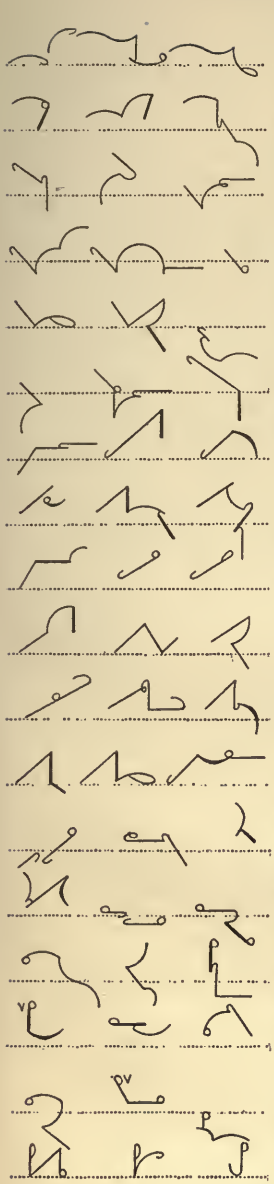
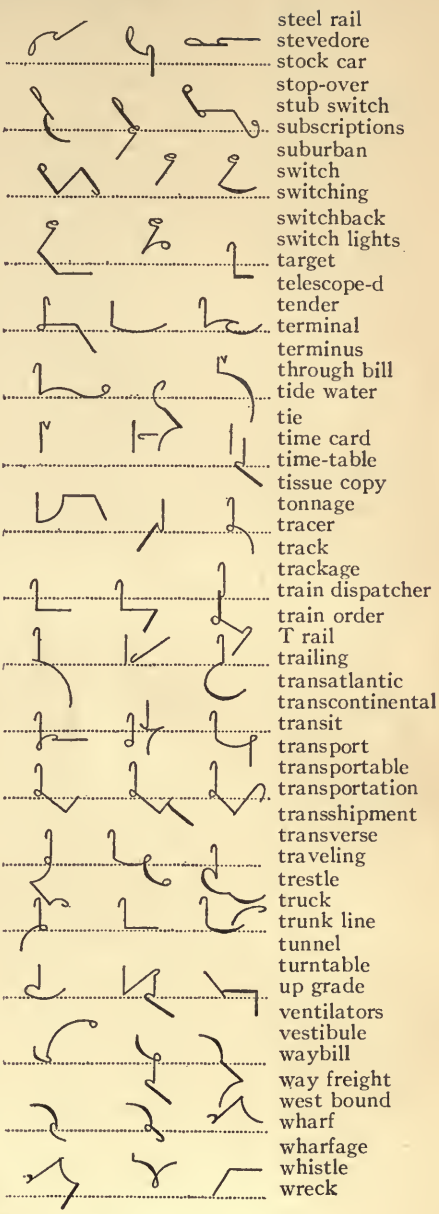
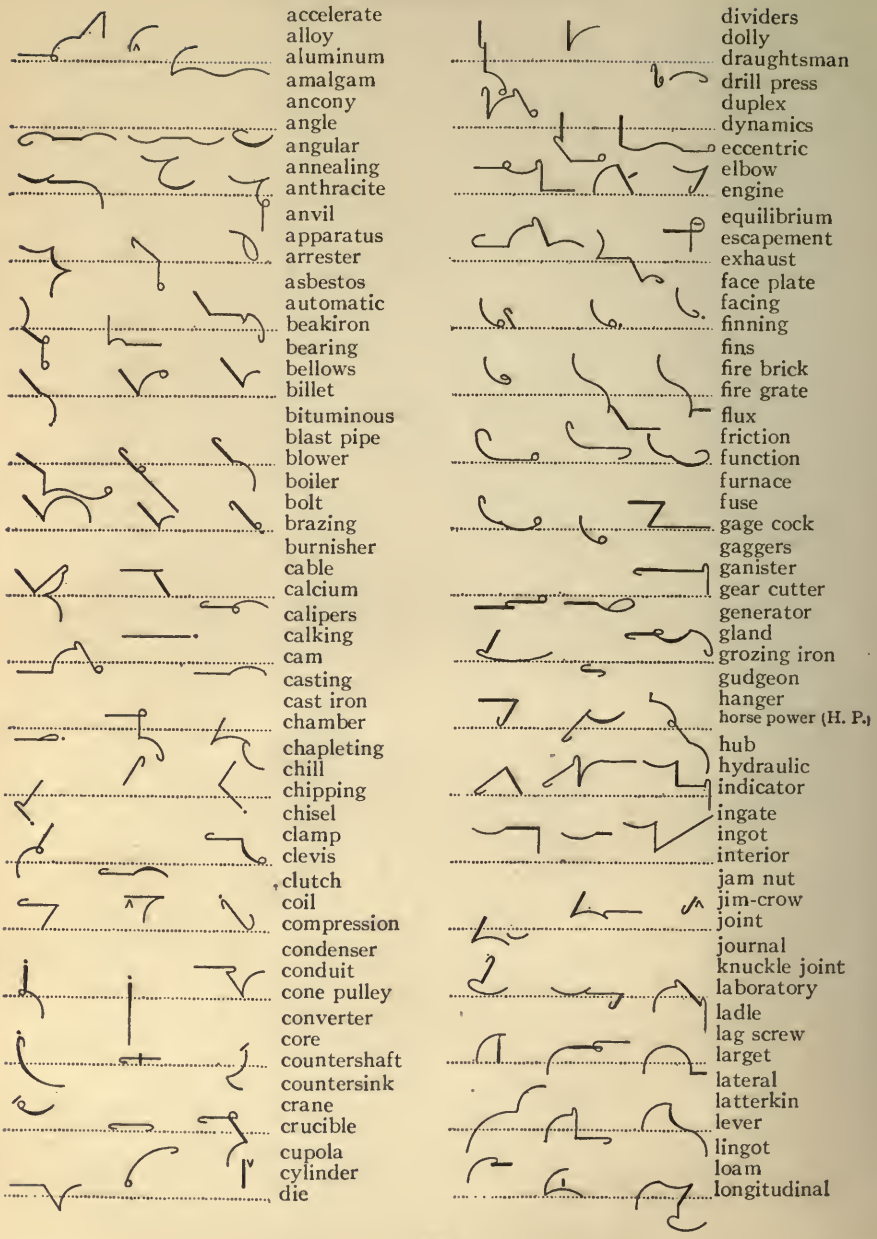




MECHANICAL TERMS



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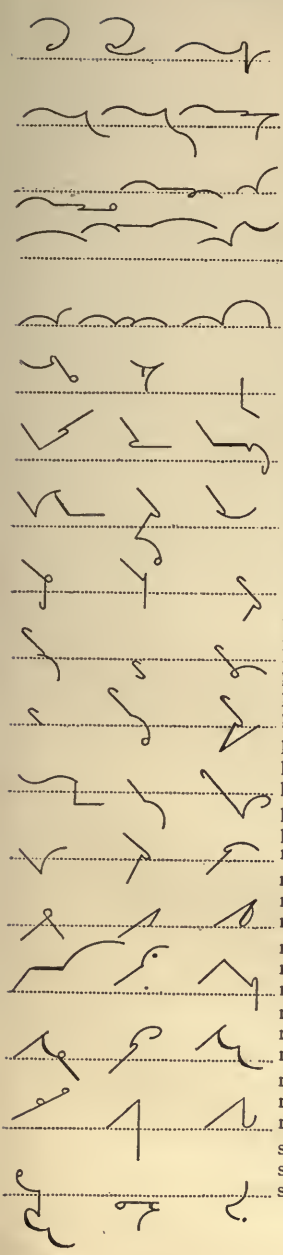

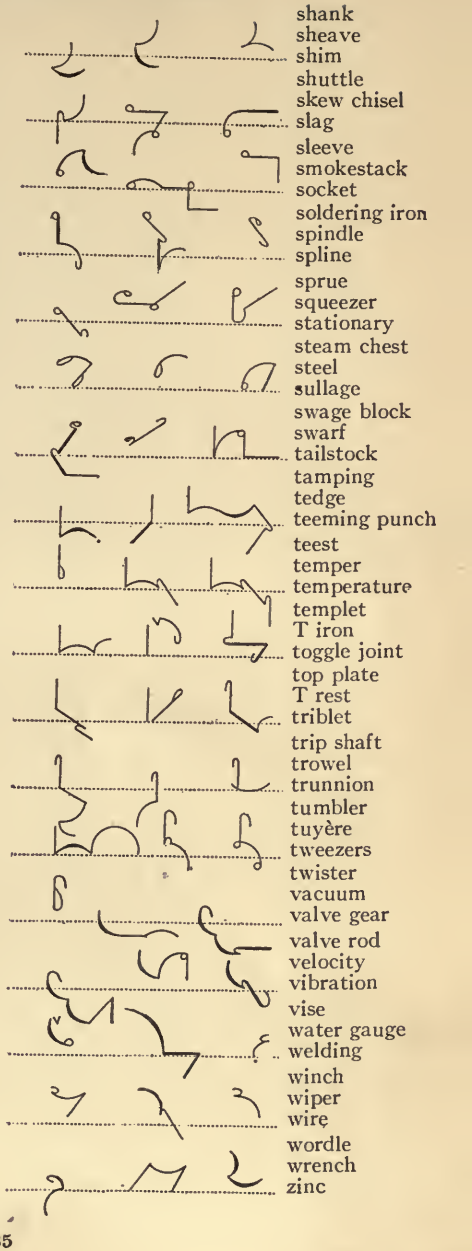

WRITING EXERCISES

The rules under each lesson should be memorized and the engraved characters read many times.

The heavy strokes are shaded only enough to distinguish them from the light strokes. They can be made sufficiently distinct at a single stroke by a slight pressure on the pen or pencil, thus avoiding the necessity of retracing the line.

CONSONANTS

Write a line of each consonant in your note-book, first writing the name of the consonant in longhand. When each consonant has been written once show your note-book to the instructor, who will examine and date it. Then fill out the line and have it examined and dated again.

P, B, T, D, Chay, J, K, Gay, Ray, Hay, F, V, Ith, The, L, S, Z, Ish, Zhee, Lay, Yay, R, Way, M, Emp-Emb, N, Ing-Ink, T, V, M, Ray, Yay, Ish, P, J, R, Emp, B, K, The, N, Zhee, Lay, Z, Ith, D, Way, S, Gay, Ing, Chay, V, Ink, Emb, Hay, Z, B, Ing, The, Hay, R, Ith, D, Way, N, Emp, T, Ish, M, S, J, V, Emb, Ray, F, P, K, Chay, Zhee, Gay, Lay, Yay, Ink.

First outline written MAY 2 1918 E *Outlines completed* MAY 6 1918 E

CONSONANTS COMBINED

When consonants are joined, the first up or down stroke should rest upon the line. Combinations of horizontal consonants should rest upon the line. When two descending strokes are joined, the first rests upon the line

and the second descends below it. Each outline must be carefully and accurately formed. All strokes must be of the same length.

R-R, Lay-Lay, N-D, K-B, N-B, K-J, N-Chay, P-Gay, Gay-P, Gay-T M-M, K-M, N-K, P-K, M-K, M-J, N-M, N-N, Lay-N, L-Ink, Emp-Ray, R-Emb, M-Ing, Lay-R, V-M, F-N, N-V, Chay-N, Gay-M, K-T, Chay-Gay, Gay-Chay, Ish-K, K-Ish, K-P, Hay-N, B-Ing, R-M, V-K-T. M-Gay J, M-N-D, P-Ray-T, N-M-Lay, T-M-Ith, N-T-Ray, B-K-M, Ray-D-M, Ish-P-Lay, Emb-Lay-Ish, M-Ray-D, P-B-Lay-K, Lay-T-M-Lay, V-K-T-Ray.

First outline written MAY 1 1918 E *Outlines completed* MAY 2 1918 E

LONG VOWELS

Write all the consonants of a word before inserting the vowel or vowels. Each syllable of a word has but *one* vowel sound. In stenography, only the *sounds* of a word are expressed. When L is the only consonant stroke in the word, use *Lay*.

After the words have been written once, and the instructor has made the necessary corrections, carefully note them, and then fill out the line, following the same course as with the consonants.

WORDS: Ate, aid, aim, ace, bee, fee, thee, they, day, Coe, beau, eel, eke, ache, oak, eight, key, foe, Fay, gnaw, go, hoe, no, toe, jay, Joe, shoe, know, gay, Lou, law, ode, Lee, low, may, doe, way, neigh, awed, owed, ooze, oat, ease, paw, Poe, weigh, mow, saw, Shaw, show, woe, pay, so, say, nay, hay, woo, thaw, Abe, ale.

WORD SIGNS: The, a, ah, all, too-two, already, before, owe-oh, ought, who, whom.

First outline written MAY 2 3 1918 E *Outlines completed* MAY 2 3 1918 E

After the sentences have been written once and corrected by the instructor, each one should be written at least ten times. Two light ticks in the direction of *Chay* should be placed under a proper noun.

SENTENCES: 1. They may all go. 2. They already know the way. 3. They may see the Jew. 4. Each saw the show. 5. Who saw the bee? 6. All who ate may go. 7. Poe may weigh the hay. 8. Who saw the ode? 9. All who owe may pay. 10. Lee may aid Abe. 11. See the foe. 12. The toe may ache. 13. Fay may pay the fee. 14. Who saw me? 15. They who go may see all. 16. The beau may already be gay. 17. Ah, they may know all. 18. Who may own the hay? 19. They all say Coe may already know the law. 20. Before they go they may see the ape eat all the dough.

JUN 13 1918 E

*Sentences written once*_____ *Sentences completed*

JUN 13 1918

A new lesson must not be taken up until the principles and practice-matter of the previous one have been *thoroughly* mastered. Especial attention should be given to the word signs, which are of the utmost importance.

SHORT VOWELS

Remember that each sign represents invariably the same sound, and that it is always written in the same direction, except the letter *l*; also that the first *ascending* or *descending* stroke in the outline is written in the position of the vowel in the *accented* syllable.

Doubt may sometimes arise regarding the use of the short second-place vowels; also regarding the use of the first and second-place heavy dash-signs. The distinct sounds in words of this class may be ascertained by reference to a standard dictionary. In writing shorthand, however, the exact distinction is hardly necessary.

Double consonants, as in Anna, dummy, muddy, etc., are expressed with but one stroke.

WORDS: Atom, adage, Anna, bush, botch, batch, ship, path, cop, choppy, check, dip, Dutch, dummy, ago, pad, Emma, fang, nook, gang, Gibb, gush, haughty, Havana, echo, jug, kink, knock, love, map, muddy, muff, many, manage, fathom, notary, income, engage, baggage, enigma, emanate, dignity, unpack, unmake, famish, avenge, becalm, entomb, fatigue, jockey, Panama, become, name, cheap, cash, money, baggage, pack, boat, dock, book, back, big, pick, thick, deck, beg, catch, tag, Canada.

WORD SIGNS: An-and, of, to, to the, or, but, to a, on, should, how.

*First outline written*_____ *Outlines completed*_____

SENTENCES: 1. To whom should they go? 2. Take the cup to Minnie. 3. Who took the book back to the nook? 4. The boat may be at the beach before they know of it. 5. How may the money be paid to the Havana bank? 6. Fatigue may make me leave before Anna or Adam. 7. Many a month may go before they see it. 8. Take a big dish for the honey cake. 9. Make a cup of cocoa before they go back. 10. Hitch the gay nag to the buggy in the meadow. 11. Show Jennie how to pitch the penny to Tom. 12. But how should they see it if they go away? 13. Bob and Mamie may take the boat on the calm bay. 14. They ought to see the two sheep eat the hay. 15. All should go to Canada to catch fish. 16. They should manage to engage the boat. 17. Who ought to pay the money?

*Sentences written once*_____ *Sentences completed*_____

DIPHTHONGS

WORDS: Dye, by, due, eyed, joy, lie, nigh, row, few, gouge, hide, ivy, fife, mouth, pouch, tube, fume, tiny, chime, tithe, toil, toiler, boyish, dower, Jewish, joyous, loyal, vial, theory, along, avail, borrow, abide, file, vile, revile, veil, failing, feeling, fur, hurry, jury, lame, lucky, lack, long, loop, booth, link, lung, mellow, Murray, namely, outlay, outlaw, par,

ripe, rate, rink, review, renew, Raleigh, waylay, wring, wreath, tyro, early, pipe, couch, write, Rome, romp, mail, rail, empire, rare.

WORD SIGNS: I-eye, you, hope-happy-party, object-be, to, be, time, it, dollar, do, had, which, much, advantage, large.

*First outline written*_____ *Outlines completed*_____

SENTENCES: 1. Do you know how to make money and how to keep it? 2. You may enjoy life if you know how to take advantage of it. 3. You should pay the bill which the party had to take. 4. Take the lower layer of the cake in the big dish. 5. Pack my bag full of food and take it to Tacoma. 6. Take the noisy boy to the shore to bathe in the sea. 7. Check the item on the bill before you go to the bank. 8. Ask the tailor to carry it to the polo game. 9. You may write out my idea now. 10. To be happy and live long you should do right. 11. I hope a dollar a day may be of advantage to all. 12. Of how much advantage may it be to each party? 13. They who borrow money should pay it back. 14. I may be in time to be of advantage to all. 15. I had to borrow a dollar to pay my bill. 16. Our object may be to see you pack the bag.

*Sentences written once*_____ *Sentences completed*_____

REVIEW WRITING EXERCISE.

WORDS: Aim, ahoy, ado, abbey, avow, Ann, Annie, anew, allay, ally, alley, alloy, adieu, aching, apathy, aiming, abode, alkali, bow, bag, bank, balky, babe, baby, bath, Booth, bang, balmy, boil, bug, buggy, beach, being, billow, balm, bedaub, botany, both, bathe, boat, coop, calm, choke, cheek, chub, chubby, chair, chum, cabbage, Choctaw, chiming, calk, chalk, coke, coach, cage, comb, came, chalky, Dey, dog, deep, dupe, damage, deify, downy, deem, dame, eighty, ell, Eli, etching, edging, epic, enigma, evoke, embalm, feud, fell, fall, far, folk, Fitchie, fagot, famish, foaming, fatigue, faith, fang, gawk, gig, gewgaw, game, gothic, Geneva, gape, infamy, jaggy, jog, jibe, Job, Jacob, Jamaica, knack, knew, lieu, levity, lady, manage, meadow, melody, monk, magic, mug, make, maim, monotony,

Mocha, myth, mouth, monk, monkey, mimic, mutiny, moth, Madonna, nag, new, nail, nabob, nib, nub, nymph, naming, Noah, Nero, Opie, off, oaf, owl, pew, pang, poke, patch, poach, papa, pop, pup, puppy, peep, peck, package, pagoda, Pope, palmy, thatch, tank, tooth, teeth, tame, teem, tar, thick, topic, tobacco, tomato, take, unfair, unmake, vail, veil, vivify, variety, vogue, viola.

First outline written——————*Outlines completed*——————

SENTENCES: 1. You ought to see how much you owe before you go away. 2. You or I should see of how much advantage it may be. 3. It may be in time to be of advantage to all. 4. Who ought to go to the bank? 5. I am happy to say they may see it. 6. To whom should it be paid? 7. Do you know the advantage which may be in it? 8. How should I go to the rowing match in Canada? 9. My object may be to buy the large etching. 10. Which party ought to know of it?

Sentences written once—————— *Sentences completed*——————

CIRCLE S OR Z

WORDS: Sick, seat, suit, side, siege, scythe, safe, seen, sin, soon, same, seem, sway, case, keys, teas, days, does, dues, joys, ages, edges, ashes, these, office, face, voice, nice, ounce, knows, alms, house, yes, sets, seeks, space, seeking, speech, savage, Sunday, Smith, smoke, seeming, sinking, Thomas, annex, notice, anxious, annoyance, exceed, cousin, task, Tuesday, upset, passage, fasten, inside, insane, says, seize, spicy, access, vices, accuses, mazes, success.

WORD SIGNS: Is-his, as-has, subject, satisfy-fied, satisfactory, satisfactorily, several, advertise, advertises, because, this, thus-those, impossible-ility, improves, influence, influences.

First outline written—————— *Outlines completed*——————

SENTENCES: 1. James may arise early to see the sun rise. 2. You may sell a dozen signs of this design. 3. You should advertise the notice in the daily Sun. 4. Miss Smith should make

less noise at the show. 5. You may receive the offensive notice on Sunday. 6. Lucy asks if she may use my music box. 7. The assets of the bank are in excess of its losses. 8. I desire to know his reason to sell his houses. 9. If it is satisfactory you may advertise it now. 10. It is impossible to know its influence on the masses. 11. Miss Shaw possesses a nice voice to sing songs. 12. If the snow thaws, the seeds may be sown.

Sentences written once.....*Sentences completed*.....

LOOPS ST OR STR

If the sound of *st* or *str* precedes a final vowel sound, the loops cannot be used.

WORDS: Staid, august, paste, nest, hoist, guessed, Yost, soonest, safest, just, justice, stark, stork, solaced, fairest, forest, deepest, debased, fastest, funniest, stimulus, mustiest, repast, biggest, deduced, sticky, stubby, steamy, stuffy, stacks, stages, stakes, stalls, steals, stumps, stitches, stubs, stings, stores, stars, stairs, stole, styles, Hester, boaster, register, hoists, jests, feasts, lists, mists, baste, bastes, baster, boasters, jesters, coasters, posters, toasters, teamsters.

WORD SIGNS: Advertised, first, at first, largest, influenced, next, stenography.

Sentences written once.....*Sentences completed*.....

SENTENCES: 1. You should make haste slowly these chilly days. 2. Thomas lost the list of our stock of stoves. 3. The starch is sticky and may make the stuff too stiff. 4. Mary refused to receive the revised list of sales. 5. I am rejoiced to know of his arrest yesterday. 6. The minister may invest his money in stocks. 7. You may take the highway which goes to Worcester. 8. They may sell the rusty stove at the store. 9. The robust teamster may molest the gamesters at Rochester. 10. They should at first testify as to his unjust arrest. 11. You should at least be happy to possess it. 12. The next to the largest has influenced us.

Sentences written once.....*Sentences completed*.....

The *iss* circle, the *ist* loop, and the semicircles must be made very small.

WORDS: Widows, widower, wag, wink, war, windy, Edwin, wine, won, warehouse, work, wall, well, window, Wednesday, worst, Wheeling, wisp, stairway, Swiss, yes, yoke, yawn, youngest, twitch, dweller, quill, quit, quietly, qualm, queer, Quebec, unquiet, acquire, swing, Swede, squeak, squire, square, hem, hark, harem, hail, hill, help, hallow, holy, hale, haziness, whack, whiz, whistle, whisky, whip, whims, whiff, whittle, wheel, whine, feeling, failing.

In the middle of words, that form for *l* or *r* is used which makes the better angle with the preceding or following stroke. L, following the w-semicircle, must be written downward.

WORD SIGNS: He-him, we-with, were, what, would, year, yet, beyond, you, that, when, aware.

First outline written _____ *Outlines completed* _____

SENTENCES: 1. The worst of the storm has now passed away. 2. Weave the wide web and you may receive wages. 3. Unyoke the oxen and they may go to the hedge. 4. They may sell Tweed's dwelling house to Dwight. 5. Take the tweezers and twist the casters off the bureau. 6. Why do you wish to whistle here at this time? 7. The wheat may make white and wholesome hoe cakes. 8. We were all aware that you were in Wyoming. 9. The hammock is swung on the banks of the Wabash. 10. Why do you go to the game of whist with the whistler? 11. We were with you on last Wednesday at Owego. 12. You should be aware of it by this time. 13. You should now write these items in the right way.

Sentences written once _____ *Sentences completed* _____

Do not combine words which join awkwardly. Join only words which are closely connected either naturally or grammatically. Do not try to form very long or complicated phrases.

Common words, such as *in*, *if*, *at*, *our*, *me*, *may*, *they*, *way*, *know*, *no*, *go*, *take*, *make*, *buy*, *these*, etc., may be written without vowels.

PHRASES: You will have, you are, you may, you must be, you must have; we think, we think you will, we shall have, we shall be; it is, it must, it must be, it must have, in that, that which, that which may, in his, if you will, if you will be; in these, in each, in this, in which, in those, in much, in each case, in which case; of it, to it, on it, should it, to have; I will be, I will have, I will do, I am sorry; I shall have, I shall be, I think you will be, I fear you will, I hope you will, I hope you may; have the, for the, in the, take the, by the way, in the way, in the west; we will be, we will have, we will do, we are in, we are sorry; you will, I will, we will, he will, they will.

*Sentences written once*_____ *Sentences completed*_____

SENTENCES: 1. It is of common advantage to give it together. 2. The company will come for half an hour. 3. Have they given it to us, or are you going to do so? 4. Have you ever seen them do so? 5. I will thank them a thousand times for it. 6. I think, however, it will be to our advantage. 7. We shall issue our usual important book this year. 8. Your language will make us go away soon. 9. Is the thing of any importance to our own case? 10. I think you would be sorry if we should go with them. 11. You must in each case do as we desire. 12. I hope you will have no wish to do so. 13. If you will take the road to the west you will be all right. 14. In this case I shall be happy to have you sing the song. 15. We will have the improvement ready by the 15th of May.

*Sentences written once*_____ *Sentences completed*_____

The *r* hook in the middle of an outline sometimes cannot be perfectly formed, in which case it is retraced on the preceding stroke. In the middle of outlines the circle must be made on the *inside* of the hook on straight strokes.

Mer and *Emper* cannot be used after *T*, *D*, *Chay*, and *J*.

WORDS: Drape, drag, grape, trail, thrash, caprice, pauper, approach, dapper, daughter, hammer, banner, camphor, favors, traverse, cracker, abridge, authority, scrap, abstruse, creek, freak, shred, decrease, generous, Denver, educator, embrace, pressure, precede, trespass, treason, reproach, redress, presence, treasure, setter, scream, chemistry, tribe, crib, fiber, spider, diagram, silver, Fisher, triumph, increase, strips, industry, dishonor, broil, prop, prong, broth, broom, growl, throb, brother, lumber, thinker, anger, proceed, grocer, soldier, program, oppressive, strong, scroll, rumor, lunar, crusade, numerous, quaver, crutch, ludicrous, trustee, succor, supremacy, supersede, lustrous, quarter, quarterly, crystal, university, Friday, dexterous, extremity, seamstress.

WORD SIGNS: Appear, principle-al-ly, practice, member-remember, number, doctor, dear, during, danger, larger, degree, from, there-their.

*First outline written*_____ *Outlines completed*_____

SENTENCES: 1. The preacher was eager to preach at Troy on Thursday. 2. The robber caused much labor and bother for us. 3. The shipper will protest that the wharfage was extra. 4. They must try to escape from the State prison. 5. Doctor Baker and his brother have the principle practice there. 6. It appears that they must pay the next quarter's dues. 7. The industrious baker is extremely generous. 8. The members agree to all that we require. 9. The doctor was away during the danger of the fever. 10. They may ship the paper and crackers by the next express. 11. The subscribers disagree with the editor of the

paper. 12. The lumber fell on the younger brother's finger and broke it. 13. The baker and the banker must purchase a banner and wave it.

*Sentences written once*_____ *Sentences completed* _____

THE L HOOK

The *r* hook must always be made very small, so that it may not conflict with the *l* hook on curved letters.

WORDS: Clause, glass, pliable, blemish, clump, climax, clothe, clumsy, Clara, clog, closed, glares, gleam, glum, glimpse, flake, flimsy, Florida, fling, fluency, flabby, flogs, papal, pebble, entitle, beetle, cackle, chattel, fickle, giggle, plumper, blank, circle, declaim, diploma, employ, emblem, enclose, festival, syllable, radical, tenable, technical, poetical, parable, novelty, admirable, variable, vital, splices, penal, diagonal, amicable, bashful, chemical, declivity, temporal, spinal, joyful, reliance, pliable, shingle, survival, wrinkle, implore, desirable, ramble, explicable, invaluable, paternal, warble, criminal, problem, chronicle, struggle, scruple, perplex.

WORD SIGNS: People-d, apply, belong-ed, at all-until, deliver-y, equal-ly, difficul-ty, follow, value.

*First outline written*_____ *Outlines completed*_____

SENTENCES: 1. To whom does the black cloak belong? 2. I will enclose an envelope. 3. Flora was the only girl in the class who pleased the teacher. 4. We are now able to display our flag in all climes. 5. You may receive the reply by cable to-morrow. 6. The clock was placed in the chapel to tell the time. 7. The classical pupil must apply at the university. 8. The faculty was in the assembly hall on Friday. 9. The title to the tunnel was official, but it was of no value. 10. You must settle for the supply of satchels when they are placed on sale. 11. The clause in the classics pleases the pupils of all classes.

*Sentences written once*_____ *Sentences completed*_____

The hook forms cannot be used before a final vowel. In the middle of outlines the circle must be made on the *inside* of the hooks on straight strokes.

WORDS: Pin chin, grown, spin, stain, sudden, seven, widen, downs, chance, instance, assistance, expanse, bounce, bounced, bounces, bouncer, dispenses, responses, dampen, barren, famine, deepen, enjoin, refine, bench, vacancy, penny, Vienna, rainy, fans, earns, offense, offenses, whitens, sponsor, bunch, finances, leaner, occupancy, punish, mince, nuns, canes, dense, duns, tons, abstain, arraign, assign, assignee, aspen, button, campaign, cheapen, detain, discern, engine, examine, foreign, hidden, humane, illumine, Japan, lemon, oranges, linen, machine, stiffen, stolen, summon, sullen, thine, turn, wagon, weapon, whetstone, woven, bonny, Illinois, hempen, Spanish, zones, gunnery, soften, enhance.

Puff, beef, reef, rebuff, tariff, sheriff, pave, repave, bereave, coffee, purify, verify, Java, defeat, refer, recovery, devote, river, puffs, achieves, heaves.

WORD SIGNS: General-ly, can, begin, phonography, opinion, our own, your own, at length, at once, generals-ize, generalized, remembrance, differ-ent-ence, advance-d, careful-ly, hope to have, whatever, out of, whichever, whoever.

*First outline written*_____ *Outlines completed*_____

SENTENCES: 1. Will you join in the fun down town at seven o'clock? 2. John Shane will assign his stock to his assignee. 3. Refine the iron, and finish it within twenty days. 4. I incline to make many bayonets for use in Oregon. 5. The chances for making your expenses in Kansas are slim. 6. The finances of the bank in this financial strain have increased. 7. The expenses of the princes at the dances were out of all reason. 8. They announce that he evinces many signs against the loans. 9. It is your opinion that they will begin work at once. 10. I observe that he refers to the discovery of the reef. 11. The sensitive man has no incentive to refuse the trophy. 12. You may refuse to revise his defense at

the trial. 13 As a general thing you can begin the study of phonography in your own town. 14. Our own opinion is that whatever is done you will hear at once. 15. The general's remembrance of it will at length be right. 16. Whoever goes should be careful to come out of it in time. 17. Whatever difference there is, and whichever way you go, it will be our gain.

Sentences written once _____ *Sentences completed* _____

THE SHUN HOOK

WORDS: Omission, ovation, sedition, collision, partition, vocation, mention, dictation, selection, legation, pollution, locomotion, ascension, aspiration, digression, abolition, violation, division, passionate, stationary, missionary, reception, inception, obligation, benediction, discretion, attrition, creation, suction, affliction, prostration, production, abbreviation, dissipation, presumption, superstition, exclusion, designation, emigration, expedition, exclamation, expiration, exultation, subscription, exploration, execution, passions, auctions, mentions, affections, sessions, fashions, deceptions, locations, resolutions.

Civilization, deposition, exposition, succession, taxation, dispensation, secession, vexation, musicians, decisions, positions, possessions.

WORD SIGNS: Objection, information, satisfaction, description, from over, very there-their, other, sure-ly, pleasure, Mr-remark-able-bly, more, describe-d, practiced, character, characters, characterized, characteristic.

First outline written _____ *Outlines completed* _____

SENTENCES: 1. It is the intention to give an option on sales at the auction. 2. I have a notion that education is a delusion. 3. The national ambition is to have attention given to the operation. 4. He sanctions their actions for the nation's progress. 5. There is opposition to the possession of our new acquisitions. 6. The decision of the musicians for a cessation of the play gives satisfaction. 7. What objection is there to the information if it gives satisfaction? 8. The description he receives from them is

very fine. 9. We surely had much pleasure from his remark on this occasion. 10. Their sessions were more noisy than is usually the case. 11. Is there to be any motion from the other side? 12. Mr. Brown and Mr. Jones will surely be there on that occasion. 13. They had more pleasure from his remarks than from others. 14. If you will pay attention to the directions you will be master of the situation.

Sentences written once.....*Sentences completed*.....

HALF LENGTH STROKES

A half length stroke cannot precede a final vowel sound. A *compound* character is one used with the *semicircle* or with an *initial* or *final* hook, or heh tick.

Pat, cheat, coat, feat, meet, mate, not, shut, sipped, soaked, soft, smite, skate, slate, cats, fights, hacked, good, bids, saved, reach, reached, bake, baked, vivid, rigid, argued, aimed, made, mode, seemed, end, send, sound, signed, sinned, doomed, timid, descend, Pratt, street, sobered, blade, tend, attend, mound, brought, great, greatly, ascertained, attract, October, abound, enchant, Kentucky, resume, scold, framed, field, veiled, absurd, whetted, payment, print, reeled, ruled, crate, create, pot, poet, endued, endowed, invite, invited, headed, padded, faded, derived, divided, shrouded, righted, pickled, bottled, tackled, awaited, dieted, unedited, agitated, ray, raid, raided, radiate, radiated, inundated, Benedict, acted, dated, freighted.

Doing, making, saying, having, missing, hopping, aiding, abusing, tracing; ravings, sayings, ratings, openings; watching the, dividing the, mocking the, arranging the; feasibility, invisibility, visibility, mutability, temporality, totality, circularity, muscularity, vulgarity.

WORD SIGNS: Particular-ly, opportunity, part, remembered, at hand, did not, do not, had not, gentlemen, gentleman, quite, could, good, that, without, immediate-ly, under, hand-owned, somewhat.

Outlines written once.....*Outlines completed*.....

SENTENCES: 1. In spite of the fight he sent the mat late last night. 2. He vowed that the deed would be void if not sent soon. 3. The talkative man went to the tent and betrayed the band. 4. You should take pride in the gift sent by the general. 5. The noted man who offended us will be avoided. 6. He edited the report which was dated last week. 7. They are thinking of trying to buy the shining cup. 8. They are speaking of paying for the drawings. 9. The engravings will be shown at the meetings of the society. 10. We did not know because we had not heard of it. 11. His responsibility and popularity are very great because of his prosperity. 12. I remember that we had a particularly good opportunity without his aid. 13. We did not know that the gentleman was at hand at that time. 14. He said that part of it would be sent immediately to the shipper. 15. If he made it wrong that will be the end of it.

*Sentences written once*_____ *Sentences completed*_____

DOUBLE LENGTH STROKES

WORDS: Fighter, latter, mutter, shouter, flutter, flatter, alter, softer, smatter, salter, saunter, sender, surrender, cinder, matters, slanders, shatters, enters, finder, vendor, asunder. lender, whiter, yonder, wonder, hinder, islander, flounder, mentor, warder, astral, inventor, thermometer, defrauder, smelter, disorder, provender, intercept, interfere, interrupt, interdict, interest, introduce, entertain, entertained.

Concede, conceit, conceive, concise, concur, condemn, condense, confine, consent, consign, contract, convince, conception, conclusion, combination, comfort, commend, communication, communicate, compel, competent, comply, accommodate, discontinue, inconvenient, reconsider, intercommunication, circumvent, self-educated, self-support, insert, insertion, insulation, magnifiable, magnetic, countersign, contradict, controversy.

WORD SIGNS: Material, immaterial, commence, commenced, commences-United States, circumstance, circumstances, inexperience, inexperienced.

*Outline written once*_____ *Outlines completed*_____

SENTENCES: 1. I shall write a letter to father and mother about it. 2. The diameter of the meters is another matter. 3 The voters were in the center of the fighters. 4. The cylinder was too slender for the shutters. 5. I must confess that I did not consider your communication. 6. I have concluded that the condition of the concern is contrary to good order. 7. In recognition of the compensation received I will recommend you to the committee. 8. It is self-evident that his self-respect is an inspiration. 9. We must circumvent them and be self-possessed. 10. The instrument was an inspiration to all who heard it. 11. The magnificent scene could not be too greatly magnified. 12. It is immaterial when you commence to ship the motors. 13. Under the circumstances we will not consider his inexperience. 14. The United States possess material for all purposes. 15. It is an experienced man who has commenced to render their accounts.

Sentences written once.....*Sentences completed*.....

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